

CITY OF NAPA



EMERGENCY PLAN



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Part I

Basic Plan

CITY OF WAPA
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EMERGENCY PLAN
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CITY OF NAPA

EMERGENCY PLAN

Produced by the Napa City Fire Department

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3	Scope
4	Methodology
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FORWARD

The following pages contain the City of Napa Emergency Plan. It is designed to be used as *the* guide and initial resource in the management of any large scale emergency that involves City of Napa resources and personnel.

Planning for such emergencies is a continual process of rehearsal and revision. This plan will be exercised and updated at least annually. Any changes in the plan will be distributed according to the revision and update procedure included in the plan.

INTRODUCTION

This is a multi-hazard emergency plan. It is based on various emergency response *functions*, such as the enforcement of laws and the protection of health. Each function is described in a separate annex and each annex covers all hazards. Therefore, the City of Napa does not have an earthquake plan, a flood plan, etc.

This plan has been organized into three parts that answer three basic questions: "Who is in charge?" "What should I do?" and "Where can I get help?"

- I. **PART ONE** is the Basic Plan which describes the basic concept of emergency response and answers the question "**Who is in charge?**"
- II. **PART TWO** consists of annexes that describe each response function in detail. Each annex also includes response checklists. part Two answers the question "**What should I do?**"
- III. **PART THREE** is a list of resources. It includes personnel, equipment and facilities that might be needed during a disaster and answers the question "**Where can I get help?**"

The City of Napa Fire Department maintains this plan under the direction of the City Manager. Any requested changes, additions or deletions to this

plan should be forwarded in writing to the City Manager for consideration and implementation.

GOAL

The goal of this plan is to effectively and efficiently organize and guide the City's response to major emergencies.

OBJECTIVES

Specific objectives are to:

- Manage and coordinate emergency operations (including on-scene incident management).
- Coordinate resources within the City.
- Request and allocate resources from outside the City.
- Coordinate mutual aid within the City.
- Establish an understanding of the authority, responsibilities, functions and operations of the City government during emergencies.

PRIORITIES

- I. Save human lives.
- II. Protect property.
- III. Provide for the needs of survivors.
- IV. Preserve government.
- V. Restore essential services.

ACTIVATION OF THIS PLAN

Use this plan during situations that require a response beyond the scope of normal emergency operations. Consider this plan to be activated:

- On the order of the City Manager (Director of Emergency Services), or alternate, provided

the existence or threatened existence of a LOCAL EMERGENCY has been proclaimed in accordance with the appropriate emergency ordinance.

- When the Emergency Operations Center is activated.
- When the Governor has proclaimed a STATE OF EMERGENCY that includes the City of Napa.
- By a Presidential declaration of a National Emergency.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined by the California Emergency Services act.
- Automatically on the receipt of an attack warning or the observation of a nuclear detonation.

With the above guidelines in mind, there are two types of activation.

1. Partial Activation.

The EOC is activated, but only some of the positions are filled. This may involve a smaller emergency that a limited number of responders can handle, it might involve the early stages of an expanding disaster, or it might involve the late stages of a response prior to deactivation of the EOC. The City Manager or designee is responsible for contacting the affected departments (i.e., Police, Fire, Public Works) to assess the magnitude of the emergency and to staff those EOC positions deemed necessary.

2. Full Activation.

The EOC is activated, and all or most of the positions are filled. This involves an emergency requiring an all-out City (or greater) response effort.

NOTIFICATION OF THE CITY MANAGER

It is the responsibility of the employees of the City of Napa to notify their supervisors, in ascending order to the City Manager, of

conditions that they believe may lead to the activation of the emergency plan.

Any field supervisor and above may directly notify the City Manager if unable to follow the chain of command.

In the event of a pending or actual emergency, the EOC will be the initial meeting place for EOC members to consult.

PHASES OF AN EMERGENCY

I. BEFORE the Emergency.

Before an emergency, prepare plans, train personnel, conduct emergency exercises, educate the public and buy or arrange for the use of resources. Coordinate with other organizations. Keep emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

If a situation such as an approaching storm or a worsening international situation warrants an increase in readiness, review and update documents, check procedures, increase public information efforts, accelerate training programs and prepare to use emergency resources.

II. DURING the Emergency

A. Warning Phase

This phase could begin with the forecast of any large scale emergency including flood, approaching fire, terrorist activities or war.

During this phase, you may have to take action, such as warning and evacuating endangered occupants. Notify the City Manager immediately. Refer to the checklist in the annexes for specific instructions.

Parts of the City's Emergency Organization will be activated, as needed, at the direction of the City Manager. Coordination will be centralized or decentralized depending on the situation.

A LOCAL EMERGENCY may be declared.

If State and possible Federal aid will be needed, the City Manager may proclaim a LOCAL EMERGENCY. If a nuclear attack appears imminent, the Governor may proclaim a STATE OF WAR EMERGENCY.

B. Impact Phase

If there is no warning, the first response is usually by a field unit. The field unit then summons more field units and they establish a field command post with an Incident Commander in charge. The Incident Commander may then decide to increase the level of response and notify the City Manager who will activate this plan. See "Levels of Emergencies" for more detail.

During this phase, use the checklist in the annexes to guide your actions. Remember the priorities listed above.

After immediate needs of people have been met, the recovery phase begins.

III. AFTER the Emergency (Recovery)

Recovery from a major disaster can take months, even years. It is a complex process that can include special legislation, financial entanglements, massive construction programs and, of course, lawsuits.

The recovery phase has the following objectives:

- A. Reinstatement of individual autonomy.
- B. Restoration of family unity.
- C. Provision of essential public services.
- D. Permanent restoration of private and public property.
- E. Restoration of normal government operations.

F. Restoration of public services.

G. Research to uncover residual hazards, advance knowledge of disasters and improve future emergency operations.

As soon as possible, the State Office of Emergency Services Director will bring together local, State, Federal and American Red Cross officials to coordinate State and Federal assistance programs and establish support priorities.

Disaster assistance will be coordinated through "one-stop" Disaster Application Centers, staffed by representatives of Federal, State and local governmental agencies, private service organizations and private companies. If major damage has occurred, a local government recovery group will be formed to coordinate planning and decision making for recovery and reconstruction.

See the State Disaster Assistance Procedural Manual for more detail.

LEVELS OF EMERGENCIES

Generally, emergency response will progress from local, to regional, to State, to Federal involvement. The State Office of Emergency Services has established three levels of emergency response, based on the severity of the situation and the availability of local resources.

I. MINOR TO MODERATE (LEVEL I)

This type of situation is managed in a normal manner from a command post at the scene. Local resources are adequate and available; a local emergency may or may not be proclaimed.

Both coordination and direction are decentralized; the Emergency Operations Center is not activated and public safety

If the City Manager is not available, it is best to fill the DES position with qualified people in the following order:

- 1) Police Chief
- 2) Fire Chief
- 3) Assistant City Manager
- 4) City employee with the highest degree of expertise in the type of emergency at hand.

3. Emergency Services Manager

Assist the Director of Emergency Services in the management and coordination of emergency response efforts (generally filled by Fire or Police Chief)

4. Public Information Officer (Public Relations Officer)

Gathers and confirms information before releasing it to the public through various media.

5. Legal Advisor (City Attorney)

Checks the legality of various emergency proclamations, writes emergency ordinances, and watches out for potential legal liabilities.

6. EOC Security/Support

Responsible for restricting access to the EOC by authorized personnel only. Verifies that EOC members are relieved at the end of each operational period and that basic needs are met. Assists with other functions at the direction of the DES.

7. Liaison

Serves as point of contact for assisting agencies and as the internal point of contact when organizational and procedural questions arise within the emergency management structure. Manages rumor control within EOC.

B. Operations Section

The Operations section is the coordinating link to Fire/Rescue-Medical, Law Enforcement, Public Works and Communications. This section works to control the direct and immediate effects of a disaster.

1. Operations Chief

Coordinates the emergency operation units.

2. Fire/Rescue/Medical (Deputy)

Controls fires, rescues trapped and injured persons and manages hazardous materials response. Treats and arranges transport for injured and ill persons, manages medical supplies and resources.

3. Police (Deputy)

Enforces laws, controls traffic, manages evacuations and controls access to hazardous areas. Refers Coroner operations to the Napa County Sheriffs Office.

4. Public Works (Deputy)

Builds, repairs and restores essential structures, utilities, and streets. Removes debris; assists in heavy rescue operations; supports law enforcement and fire personnel in execution of access and perimeter control. Inspects damaged structures and posts structures for use.

5. Communications

Manages all communication equipment related to the incident. Responsible for initial setup of the EOC.

C. Planning Section

The Planning Section provides the facts and projections that help others make informed decisions.

1. Planning Chief

(Planning department director or Fire Department Division Chief)

Collects, evaluates and disseminates information about the incident and prepares the demobilization plan to ensure an orderly transition from emergency to day-to-day.

2. Situation Status

Gathers information such as damage assessment and weather predictions, makes projections, and anticipates further problems. Posts information on the status boards.

3. Resources Status

Keeps current listings of what resources are available and tracks assigned resources.

4. Damage Assessment

Assesses damage and inspects buildings and other structures for damage (with Public Works in Operations Section).

5. Demobilization

Prepares the Demobilization Plan and assists Sections/Units return to normal status.

6. Documentation

Maintains accurate and complete disaster response files and provides duplication service for EOC staff.

D. Logistics Section

The Logistics Section provides facilities services and materials for incident support.

1. Logistics Chief

Coordinates the logistics units.

2. Care and Shelter

Provides food, shelter and associated items for disaster workers and victims.

Provides for the needs of disaster victims. Works with American Red Cross and their efforts in providing for shelter. Also coordinates with Public/Mental Health Directors.

3. Transportation

Coordinates resources required to move people, equipment and essential supplies.

4. Personnel

Manages City employees who are part of the staffing pool and those citizens who volunteer their services.

5. Supply

Procures and coordinates supplies and equipment.

7. Facilities

Responsible for establishing, setting up, maintaining and demobilizing all facilities used in support of incident operations.

E. Finance Section (Finance Director)

Manages the financial aspects of the emergency.

1. Finance Chief

Responsible for all financial and cost analysis aspects of the incident.

2. Cost

Tracks, summarizes and reports all costs associated with the disaster.

3. Time

Keeps personnel and equipment time records.

4. Claims Unit

Documents, investigates and resolves claims (other than workers compensation claims).

IV. COUNTY (OPERATIONAL AREA) EMERGENCY MANAGEMENT

The Napa County emergency management organization is also based on ICS. Titles of some functions will differ from those in the city.

A copy of the County Plan is on file in the Emergency Operations Center.

The County is also the Operational Area and will be the focal point for information transfer and support requests by cities within the County.

The County Administrative Officer (CAO) is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure with the affected cities.

The County will submit information and requests for support to the appropriate State Office of Emergency Services Mutual Aid Region II.

V. MUTUAL AID REGION

The Office of Emergency Services Mutual Aid Region II emergency management staff is headed by a Regional Manager. The regional emergency management staff will coordinate and support local area coordinators. The regional staff will submit all requests for support that cannot be obtained within the Region and other relevant information to the State Emergency Management Staff.

VI. STATE

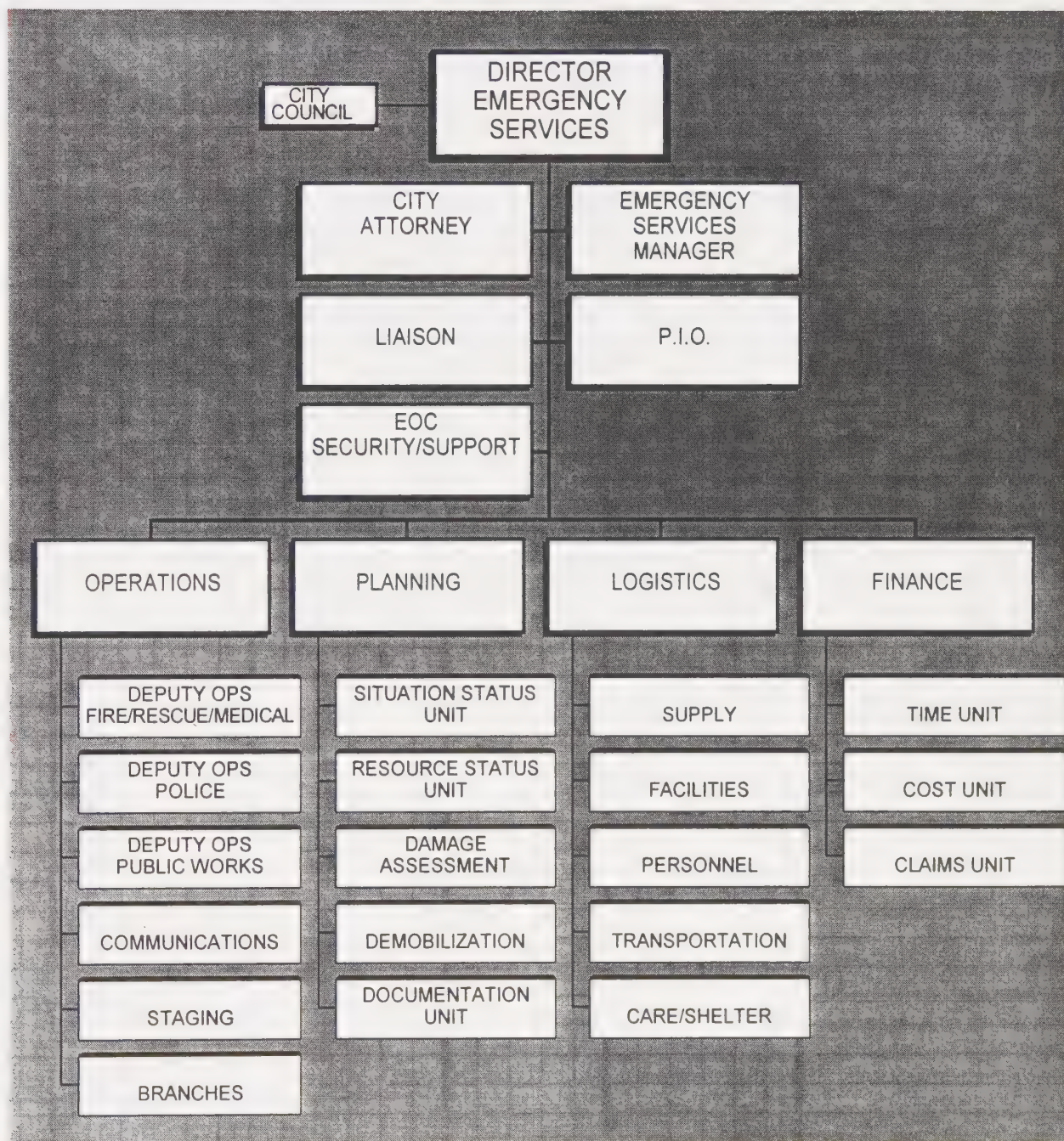
The State Emergency Management Staff is headed by the Director of the Office of Emergency Services (acting as a representative of the Governor), or his designated representative, and assisted by coordinators provided by State agencies. When activated, the State staff will be responsible for coordinating statewide emergency operations, to include the provision of mutual aid and other support and redirection of essential supplies and other resources to meet local requirements.

VII. FEDERAL

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during and after large scale disasters. Any request for aid from the Federal Government must come from the Office of the Governor.

Other federal government agencies that may be of assistance during emergencies include but are not limited to; The Department of Transportation, the Environmental Protection Agency, the Federal Bureau of Investigation and the National Response Center.

The City Emergency Organization



EMERGENCY FUNCTIONS OF CITY DEPARTMENTS

[illegible]

EMERGENCY FUNCTIONS OF COUNTY DEPARTMENTS

COUNTY DEPARTMENT	COMMAND										OPERATIONS					PLANNING					LOGISTICS					FINANCE				
	DIRECTOR	EMERGENCY SERVICES MANAGER	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES	EMERGENCY SERVICES
AG COMMISSIONER																														
AIRPORT																														
ANIMAL CONTROL																														
ASSESSOR																														
AUDITOR																														
BUILDING INSPECTION																														
CLERK OF THE BOARD																														
COMMUNICATIONS																														
CORRECTIONS																														
COUNTY ADMIN OFFICE																														
COUNTY CLERK/RECORDER																														
COUNTY COUNSEL																														
COUNTY FIRE (CDF)																														
COURTS																														
DISTRICT ATTORNEY																														
EMERGENCY SERVICES																														
ENVIROMENTAL MGMNT																														
HEALTH & HUMAN SERVICES																														
LIBRARY																														
M.I.S.																														
PERSONNEL																														
PLANNING																														
PROBATION																														
PUBLIC DEFENDER																														

EMERGENCY FUNCTIONS OF COUNTY DEPARTMENTS

COUNTY DEPARTMENT		COMMAND OPERATIONS PLANNING										LOGISTICS			FINANCE									
		DIRECTOR EMERGENCY SERVICES	EMERSON SERVICES MANAGER	LEGAL INFORMATION	LEGAL SAFETY / SECURITY	OPERATIONS SECTION CHIEF	FIRE / RESCUE / MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE ASSESSMENT	DEMOBILIZATION	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY SHELTER	CARE AND SECTION CHIEF	COST	TIME	CLAIMS
P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT								S							S	S								
PUBLIC WORKS									S															
SHERIFF/CORONER						S		S / P																
TREASURER/TAX COLLECTOR																					S			

EMERGENCY FUNCTIONS OF STATE AGENCIES

STATE AGENCY	COMMAND OPERATIONS PLANNING										LOGISTICS			FINANCE											
	DIRECTOR EMER SERVICES	EMER SERVICES MANAGER	LIASON INFORMATION	PUBLIC LEGAL	EOC SAFETY / SECURITY	OPERATIONS SECTION CHIEF	FIRE / RESCUE / MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE ASSESSMENT	DEMOBILIZATION	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY	CARE AND SHELTER	FINANCE SECTION CHIEF	COST	TIME	CLAIMS
P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT																									
AGING																					S				
AIR RESOURCES BOARD							S																		
ALCOHOLIC BEV CONTROL BOARD								S																	
BOATING AND WATERWAYS							S	S																	
CALIF. CONSERVATION CORPS							S		S																
CALIF. HIGHWAY PATROL			S				S	S / P			S														
CALIF. MARTIME ACADEMY							S														S				
CONSERVATION																				S					
CONSUMER AFFAIRS								S													S				
CORRECTIONS																			S		S				
EDUCATION							S												S						
EMER. MEDICAL SERV. AUTH.							S																		
EMERGENCY SERVICES	S		S			S	S	S	S		S	S	S												
EMPLOYMENT DEVELOP.							S												S						
ENERGY CONSERVATION									S											S					
FINANCE							S													S		S			
FIRE MARSHAL							S																		
FISH & GAME							S	S			S									S					

EMERGENCY FUNCTIONS OF STATE AGENCIES

STATE AGENCY	COMMAND OPERATIONS PLANNING										LOGISTICS				FINANCE											
	DIRECTOR EMERGENCY SERVICES	EMERGENCY SERVICES MANAGER	LIAISON INFORMATION	PUBLIC INFORMATION	LEGAL SAFETY / SECURITY	OPERATIONS SECTION CHIEF	FIRE / RESCUE / MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE ASSESSMENT	DEMOBILIZATION	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY AND SHELTER	CARE SECTION CHIEF	FINANCE SECTION CHIEF	COST	TIME	CLAIMS	
<i>P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT</i>																										
FOOD & AGRICULTURE							S	S												S						
FORESTRY (CDF)							S	S									S		S		S					
GENERAL SERVICES							S	S	S											S						
HEALTH SERVICES							S	S												S						
JUSTICE								S																		
MILITARY						S	S	S	S	S		S							S		S					
MOTOR VEHICLES								S																		
PERSONNEL BOARD																			S							
PUBLIC UTILITIES COMMISSION								S	S																	
REHABILITATION																					S					
SOCIAL SERVICES							S														S					
SOLID WASTE MGMT BOARD							S																			
TRANSPORTATION							S	S	S			S						S								
UNIVERSITY OF CALIFORNIA																			S							
VETERANS AFFAIRS																					S					
WATER RESOURCES							S		S																	
WATER RESOURCES CONTROL BOARD									S																	
YOUTH AUTHORITY							S												S		S					

EMERGENCY FUNCTIONS OF FEDERAL AGENCIES

FEDERAL AGENCIES	COMMAND										OPERATIONS					PLANNING					LOGISTICS					FINANCE				
	DIRECTOR	EMERGENCY SERVICES	MANAGER	INFORMATION	LEGAL	EOC SAFETY / SECURITY	OPERATIONS SECTION CHIEF	FIRE / RESCUE / MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE ASSESSMENT	DAMAGE ASSESSMENT	DEMOBILIZATION	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY	CARE AND SHELTER	FINANCE SECTION CHIEF	COST	TIME	CLAIMS			
P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT																														
AGRICULTURE							S																							
ARMY CORPS OF ENGINEERS								S																						
BUREAU OF LAND MGMT							S	S																						
DEPT OF DEFENSE							S	S																						
FEDERAL AVIATION ADMINISTRATION				S			S	S																						
FED EMRGNCY MGMT AGENCY				S			S	S	S			S																		
FOOD & DRUG ADMIN							S																							
HEALTH & HUMAN SERVICES							S																							
INTERIOR							S																							
INTERSTATE COMMERCE COMMISSION								S																						
JUSTICE							S	S																						
NATIONAL PARK SERVICE							S	S																						
NATIONAL WEATHER SERVICE				S			S					S																		
TRANSPORTATION							S																							
TREASURY								S																						
U.S FOREST SERVICE							S	S																						
FEMA	S																							S	S	S	S			
FBI								S																						
DEPT. OF TRANS.							S		S																					
ENVIRON. PROT. AGENCY							S																							
NATL RESPONSE CENTER							S																							

EMERGENCY FUNCTIONS OF OTHER ORGANIZATIONS

[illegible]

EMERGENCY OPERATIONS CENTER (EOC)

I. EOC DEFINITION

A centralized facility from which emergency operations can be directed and coordinated.

II. PRIMARY EOC

The Emergency Operations (EOC) is located in the classroom of the Police and Fire Administration Building at 1539 First St. This is a secured building and requires knowledge of the key pad lock number. If you do not know the number and you are part of the authorized EOC staff, contact the EOC security/support officer by phone for admission. The best access into the EOC is through the west entrance behind Fire Station #1.

The Operations section of the EOC is located within the Fire Chief's office immediately adjacent to the east end of the EOC.

A Floor plan showing the layout of the EOC and describing basic setup supply needs is mounted on the east wall of the EOC.

III. ALTERNATE EOC

There currently is no alternate to the EOC. In the event that the primary EOC is unusable an alternate EOC will have to be developed with available resources.

IV. FACILITIES

The EOC is on an emergency backup generator which is located in the south parking lot adjacent to the building.

The EOC phone system is part of the city Mitel system with the equipment located in the section supply boxes.

Amateur Radio is available in the Dispatch supervisor's office and may be staffed by volunteers.

Maintenance of the EOC is the responsibility of the Fire Department.

V. SUPPLIES

Supplies including maps, forms, and EOC clerical supplies are kept in the supply closet within the Fire Chiefs office. Section kits with phones, identification tags and start up supplies are kept sealed within the EOC. During disaster operations the section kits will be placed at the work stations and responsibility for resupply belongs to the EOC Security/Support Officer. The Public Works Department will be responsible for replacing all expended supplies after a disaster, and for conducting an annual inventory. Dry erase boards and flip charts are in the closet by the evidence room in the basement.

VI. RECALL PROCEDURES

The activation of the Emergency plan or opening of the EOC will cause the recall of staff to fill the EOC functions. The number of personnel and functions activated will be driven by the incident or as directed by the DES. Staffing resources for the EOC are located in Part III of this plan.

EMERGENCY PROCLAMATIONS

A. Local Emergency

1. Who may proclaim:

The City Council or the City Manager may proclaim a Local Emergency in Napa.

2. When to proclaim:

The City should proclaim an emergency when a disaster or a possible disaster threatens the safety of persons and property within the City.

Causes include:

- Earthquake
- Fire
- Flood
- Hazard
- Drought
- Dam Failure
- Multi-Casualty Incident
- Civil Unrest
- War
- Other conditions

3. What does a proclamation do?

The proclamation of a Local Emergency provides legal authority to:

- a. If necessary, request that the Governor proclaim a State of Emergency.
- b. Put forth orders and regulations to protect life and property, including orders or regulations imposing a curfew within designated boundaries.
- c. Provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- d. Request that county and state agencies provide mutual aid.
- e. Require the emergency services of any local official or employee.

f. Requisition necessary personnel and material of any department or agency.

g. Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.

h. Impose penalties for violation of lawful orders.

i. Conduct emergency operations without facing liabilities for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

B. State of Emergency

1. Who may proclaim:

The Governor.

2. When may the Governor proclaim?

When a disaster or a situation of extreme peril threatens the safety of persons and property within the state and:

- When requested to do so by local authorities;

- or -

- When finding that local authority is inadequate to cope with the emergency.

3. What does the Governor's proclamation do?

Whenever the Governor proclaims a State of Emergency:

- a. Mutual aid shall be rendered in accordance with approved Emergency Plans whenever the need arises for outside aid in any county or city.

- b. The Governor shall, to the extent deemed necessary, have the right to exercise within the area designated all police power vested in the state of the Constitution and the laws of the State of California.
- c. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- d. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency.
- e. The Governor may commandeer or use any private property or personnel (other than the media) in carrying out his/her responsibilities.
- f. The Governor may promulgate, issue and enforce orders and regulations as deemed necessary.

C. State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for in the Emergency Services Act.

PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section 2.88.040 of the Napa Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity, and the City Council is then not in session, subject to confirmation by the City Council within seven days thereafter; and

WHEREAS, the City Manager of the City of Napa, acting as the Director of Emergency Services, does hereby find:

That conditions of extreme peril to the safety of persons and property
have arisen within said City caused by:

_____ FIRE
_____ FLOOD
_____ STORM
_____ EPIDEMIC
_____ RIOT
_____ EARTHQUAKE
_____ OTHER CAUSE

on _____, 199_ at _____; and

WHEREAS, the City Council is not presently in session.

NOW, THEREFORE, THE CITY MANAGER OF THE CITY OF NAPA DECLARES AND
PROCLAIMS as follows:

1. Conditions of extreme peril to the safety of persons and property have arisen within the City of Napa as of _____ [a.m.] [p.m.] on _____, _____, due to [fire] [flood] [storm] [epidemic] [riot] [earthquake] [_____]; and
2. In consequence of said conditions and pursuant to Napa Municipal Code Section 2.88.040, a local emergency now exists in that area of Napa described as _____.
3. During this local emergency the powers, functions and the duties of the Napa City Manager and the emergency organization of the City of Napa shall be those prescribed by State law and the City Charter, ordinances, resolutions and approved emergency services plans of the City of Napa.
4. In connection with the foregoing proclamation and order of local emergency, the Napa City Manager also orders as follows, for the protection of life and property:

- a. [if a curfew is ordered, the hours, conditions, and designated boundaries should be inserted here]
 - b. [_____]
5. This proclamation of local emergency shall be reviewed by the City Council within seven days and, if not confirmed and ratified, shall expire on the seventh day or such earlier date as specified by the City Council.
 6. This proclamation and the contents thereof shall be published and promulgated in as widespread a manner as reasonably feasible in light of the conditions prevailing during the local emergency.

Date

CITY MANAGER, Director of
Emergency Services

CITY OF NAPA

REQUEST TO THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

TO: _____, Governor of the State of California
_____, State Director of Emergency Services

FROM: _____, Mayor of the Napa City Council

DATE: _____, _____

1. On _____, _____, the Napa City Director of Emergency Services, confirmed on _____, _____, by the Napa City Council, found that due to *[fire, flood, storm, epidemic, riot, earthquake or other causes]*, a condition of extreme peril to life and property existed in the City of Napa and proclaimed a local emergency.
2. The Mayor has now determined that:
 - a. The conditions creating and/or impacts of the emergency have become such that local resources are no longer adequate to cope with the effects of the emergency;
 - b. Damages in the approximate amount of \$_____ are occurring or are expected to occur in the near future in consequence of the emergency.
 - c. The City Council will not be able to meet to direct the Mayor to request the Governor to proclaim a state of emergency until irrevocable damage will have occurred in the absence of the greater resources available under a state of emergency as opposed to a local emergency.
3. Pursuant to Government Code Section 8625(b)(2) [and on the recommendation of the Napa Director of Emergency Services under Napa Municipal Code Section 2.88.040,] the Mayor of the City of Napa hereby requests the Governor of the State of California or, if he/she is inaccessible, the State Director of Emergency Services, to declare and proclaim the City of Napa to be in a state of emergency.
4. _____ is hereby designated as the authorized representative for public assistance and _____ is hereby designated as the authorized representative for individual assistance of the City of Napa for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance.

/s/ _____
Mayor, City of Napa

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA,
PROCLAIMING TERMINATION OF PROCLAMATION OF LOCAL EMERGENCY

WHEREAS, a local emergency was declared in Napa County pursuant to Government Code Section 8630 and Napa Municipal Code Section 2.88.040 by proclamation of the Director of Emergency Services on _____, _____, confirmed by the Napa City Council on _____, _____, as the result of conditions of extreme peril to the safety of persons and property caused by: *[fire, flood, storm, epidemic, riot earthquake or other causes]*; and

WHEREAS, such conditions or the effects thereof have now abated sufficiently that the protective services, personnel, equipment, and facilities of the City of Napa acting within the scope of their normal procedures and powers are now adequate to handle such conditions and/or effects without need for the extraordinary powers and procedures available only under a proclamation of local emergency;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Council hereby proclaims the termination of the above-described local emergency and declares that any orders made by the City Council or the Director of Emergency Services in connection with such emergency shall be of no further force and effect as of the effective date of this Resolution.

2. This Resolution shall be effective as of ____:____ [a.m.] [p.m.] on _____, _____.

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Napa at a regular meeting of said City Council held on the _____ day of _____, _____, by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST: _____
CITY CLERK OF THE CITY OF NAPA

a:\forms\termproc.doc

APRIL 1997

CONTINUITY OF GOVERNMENT (Sec. 2.88.100, Napa Municipal Code)

Ed Henderson, Mayor	Ken Nariow, 3660 Seneca Way Jeff Doran, 3160 Kingston Avenue Bill Benninghoff, 2534 Main Street
Brad Wagenknecht, Councilmember	Dennis Bellette, 547 East Spring St. Tom Webster, 1121 Deerfield Drive. Jeff Linden, 36 Miwok Court
Harry Martin, Councilmember	Don Scott, 1118 Menlo Avenue Ray Secru, 1803 Silverado Trail Bob Veilleux, 96 Golden Gate Circle
JoAnn Busenbark, Councilmember	Dan Corsello, 2541 Dorset Street, 255-8276 Sandi Perlman, 255-4383 Chris Fallon, 257-5902
Jill Techel, Councilmember	Gloria Atkinson, 1134 Yale Court Bill Kampton, 1401 Menlo Avenue Deborah Jackens, 1086 Coombsville Rd.
Patricia Thompson, City Manager	Suzanne Bragdon, Assistant City Manager Heather Stanton, Community Resources Director Jed Christensen, Finance Director
Thomas Brown, City Attorney	Lynda Millsbaugh, Assistant City Attorney David Jones, Assistant City Attorney Kirk Trost, 428 J Strret #400, Sacramento
Pamyla Means, City Clerk	Heather Stanton, Community Resources Director Peter Drier, Housing Director Cassandra Walker, Redevelopment/Economic Development Coordinator
Michael O'Bryon, Public Works Director	Larry Pollard, Assistant Public Works Director Don Ridenhour, Water, General Manager Frank Sanchez, Supervising Civil Engineer
Jed Christensen, Finance Director	Edna Masbad, Controller Angie Gordon, Accounting & Audit Supervisor Jim Smith, Data Processing Manager
Dan Monez, Police Chief	Deputy Chief Gary Domingo Commander Steve Geoghegan Commander Bill Jabin
Joe Perry, Fire Chief	Tom Johnson, Division Chief Dave Mellow, Division Chief Ken Lloyd, Battalion Chief
John Yost, Planning Director	Bob Hanna, Principal Planner Marcia Maleske, Principal Planner Deborah Faaborg, Associate Planner
Heather Stanton, Community Resources Director	Gene Piscia, Recreation Superintendent Bob Carlson, Parks Superntendent Sherie Stone, Administrative Asiistant
Cynthia Kasten, Personnel Director	Valerie Ruxton, Management Analyst LeAnna Masey, Personnel Assistant Sandy Hamilton, Office Assistant
Peter Dreier, Executive Director Housing Authority	Don Sehom, Housing Program Coordinator Michael Kucz, Housing Technician III Debra Anderson, Housing Rehab. Specialist
Cassandra Walker, Redevelopment/Economic Development Coordinator	Pat Thompson, City Manager Nancy Watt, Administrative Assistant Heather Stanton, Community Resources

MUTUAL AID

I. INTRODUCTION

II. HOW MUTUAL AID IS ORGANIZED

III. RESPONSIBILITIES

IV. POLICIES AND PROCEDURES

V. AUTHORITIES AND REFERENCES

I. INTRODUCTION

When a city or county needs help, it may request mutual aid. The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is given to jurisdictions whenever their own resources are exhausted.

II. HOW MUTUAL AID IS ORGANIZED

The State has been divided into six Office of Emergency Services Mutual Aid Regions. Napa County is part of Region II, headquartered in Oakland.

Through this mutual aid system, the State Office of Emergency Services can receive direct notification from a County official that a disaster exists or is imminent. In some cases, mutual aid can prevent a situation from developing into a disaster.

Certain documents govern the coordination of mutual aid - see "Authorities and References" listed below.

III RESPONSIBILITIES

A. Incorporated Cities (City of Napa)

1. Developing and maintaining current Emergency Plans which are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, and are designed to apply local resources in meeting the emergency requirements of the immediate

community or its neighbors, and coordinate such plans with those of neighboring jurisdictions to ensure mutual compatibility.

2. Maintain liaison with neighboring jurisdictions, County OES and State OES.
3. Designate Multipurpose Staging Areas (MSA) for the purpose of providing rally points for incoming mutual aid and staging areas for support and recovery operations.
4. Respond to requests for mutual aid.
5. Dispatching situation reports to the appropriate Operational Area Coordinator and/or Office of Emergency Services Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
6. Requesting assistance from neighboring jurisdictions, and/or the Operational Area, as necessary and feasible.
7. Receiving and employing resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
8. Carrying out emergency regulations issued by the Governor.

B. Napa County (Operational Area)

1. Coordinate intra-County mutual aid.
2. Maintain liaison with State OES personnel.
3. Designate MSAs.
4. Request mutual aid from the State OES Region II Manager.

C. State OES - Region II

1. Maintain liaison with State, Federal and local authorities.

2. Provide planning, guidance and assistance to County and local jurisdictions.
3. Respond to requests for mutual aid.
4. Provide a clearinghouse for emergency operation information.

D. State OES - Headquarters

1. Perform executive functions assigned by the Governor.
2. Coordinate response and recovery operations of State agencies.
3. Provide a statewide clearinghouse for emergency operations and information.
4. Prepare and disseminate proclamations for the Governor.
5. Receive and process requests for Federal disaster assistance.
6. Direct the allocation of Federal and out-of-state resources.

IV. POLICIES AND PROCEDURES

- A. Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- B. During a proclaimed emergency, interjurisdictional mutual aid will be coordinated at the appropriate County (Operational Area) or Mutual Aid Regional level whenever the available resources are:
 1. Subject to State or Federal control
 2. Subject to military control
 3. Located outside the requesting jurisdiction
 4. Allocated on a priority basis
- C. Requests for and coordination of mutual aid support will normally be accomplished

through established channels from cities to Operational Area (County), to Mutual Aid Regions and then to the State. Requests should include, as applicable:

1. Number of personnel needed
2. Type and amount of equipment
3. Reporting time and location
4. Authority to whom they are to report
5. Access routes
6. Estimated duration of operations

V. AUTHORITIES AND REFERENCES

The basis for the system in the California Disaster Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

Mutual aid assistance may be provided under one or more of the following authorities:

- A. California Disaster and Civil Defense Master Mutual Aid Agreement
- B. California Fire and Rescue Emergency Plan
- C. California Law Enforcement Mutual Aid Plan
- D. Federal Disaster Relief Act of 1974 (Public Law 93-288)
- E. South County Mutual Aid Plan

Threat Summaries

- I. INTRODUCTION**
- II. MAJOR EARTHQUAKE**
- III. FIRE**
- IV. FLOOD**
- V. HAZARDOUS MATERIALS INCIDENT**
- VI. DROUGHT**
- VII. DAM FAILURE**
- VIII. MULTI-CASUALTY INCIDENT**
- IX. CIVIL UNREST**
- X. WAR**

I. INTRODUCTION

The City of Napa is located at the entrance to the wine growing region of the Napa Valley, 60 miles north of San Francisco. It is the largest city in Napa County with a population approaching 70,000 covering 17 square miles. Due to the geography, climate, demographics and impacts of tourism, the City of Napa is subject to a variety of disasters both natural and manmade.

Major surface transportation routes within the City limits include State Highways 12, 29, 121, 221, and the Silverado Trail. Additionally, the

Napa Valley Wine Train originates and ends within the downtown district, and there is frequent passage through the City's airspace from small planes and jets on approach to Napa County Airport.

Scenic and serene throughout most of the year, the Napa River flows through the downtown area and south alongside the moderate industrial area of Corporate Park.

The City's economy is primarily based on retail revenues with major influences from tourism, agriculture and industry.

II. MAJOR EARTHQUAKE

Earthquake is considered to be one of the most potentially destructive threats to life and property in the City of Napa. A moderate to severe seismic incident on any of several fault zones in relative close proximity to the City is expected to cause:

- Extensive property damage, particularly to pre-1930's non-reinforced masonry structures.
- Significant numbers of fatalities and injuries.
- Damage to water and sewage systems
- Disruption of communications and electricity.
- Broken gas mains and petroleum pipelines resulting in numerous fires.
- Disruption of transportation arteries.
- Competing requests for scarce mutual aid response resources.

III. FIRE

The City of Napa is virtually surrounded by open fields and rolling, oak dotted hillsides with varying densities of housing and commercial structures. Wildland fires are a significant and recurrent threat in the City, particularly in the "wildland/urban interface" areas where the potential for a major conflagration is present.

IV. FLOOD

Significant, damaging flooding has occurred in the City several times over the last decade resulting in activation of the Emergency Operations Plan. Warnings are usually given several hours to a few days before such floods with resulting evacuation and preventative measures diminishing the flood's impact.

Projected inundation areas and the severity of inundation are contained in the Flood Insurance Study and the Flood Insurance Rate Map (FIRM), compiled by FEMA and maintained in the Public Works-Engineering Department.

Additionally, 1986 Flood Inundation maps are kept in the Engineering Department. Copies of all flood maps may also be provided within the EOC.

V. HAZARDOUS MATERIALS INCIDENT

A wide variety of hazardous materials are present in Napa. These materials are stored, used in manufacturing and transported by surface routes. The materials may be poisonous, corrosive, explosive or flammable. The poison effect may be due to chemical, radioactive or biological properties of the materials. The physical state may be as a solid, fine powder, liquid or gas, perhaps under great pressure. Quantities range from a few grams in a test tube to large storage tanks. The size of the area affected will be determined by the chemical involved, the quantity, and the type of accident that caused the release. It is possible that a hazardous materials incident will cross City boundaries either from or into the County of Napa.

The Napa County Department of Environmental Management is the designated administering agency for the County Area Hazardous Material Monitoring Program. In the event of a spill or release, this agency should be notified immediately following emergency response from the Fire Department and/or Napa Interagency Hazardous Incident Team (NIHIT). Response actions are contained in the annexes to this plan.

VI. DROUGHT

Drought cycles appear to be every 7-11 years. During periods of drought, emergency response measures will consist of land use planning practices consistent with water conservation goals and various water conservation measures.

VII. DAM FAILURE

A dam failure will cause loss of life, damage to property and other ensuing hazards, as well as the displacement of persons residing in the inundation path. There could be loss of communications, damage to transportation routes and the disruption of utilities and other essential services. Public health would be a major concern. The two dams within Napa County that would cause the most inundation and damage to the City of Napa, if they were breached at full capacity, are the Hennesey Dam and Rector Dam.

VIII. MULTI-CASUALTY INCIDENT

There is a potential within the Napa City limits for a large scale multi-casualty incident. Possible MCI'S include: commercial or military aircraft crash, a major highway accident involving multiple casualties, or the release of highly toxic hazardous materials. MCI'S within the City will be coordinated by the Fire Department with EOC support using the Napa County MCI Medical Response Plan as a guideline. A copy of that plan will be kept in the EOC.

IX. CIVIL UNREST

In cases of Civil unrest requiring enhanced Police response, the Napa Police Department will be the coordinating agency with EOC support as needed.

X. WAR

Possibly the worst threat we face is that of war. Modern weapons can produce a devastation such has not been seen in human history. Damage and casualties will depend on the scope and scale involved, but will most likely overwhelm available resources immediately.

A. Targets

Although precise targets remain classified, it is well known that the San Francisco Bay Region, even with base closures, is still home to a variety of facilities that play vital roles in our national defense. In short,

considering our City's proximity to the Bay Region, we can consider ourselves to be in a targeted area.

B. Fallout

Fallout from a nuclear explosion emits ionizing radiation which could cause numerous casualties, reduce the vigor of exposed persons, prevent or delay emergency response and prevent the use of vital facilities.

C. Nuclear terrorist attack

It is conceivable that a terrorist group could carry out a bomb threat involving a nuclear bomb. Should the bomb actually explode, damage would be great, but not as great as nuclear war.

AUTHORITIES AND REFERENCES

- I. INTRODUCTION
- II. AUTHORITIES
- III. REFERENCES
- IV. ORDERS AND REGULATIONS

I. INTRODUCTION

The California Emergency Services Act (the Act) provides the basic authority for emergency operations during proclaimed State or local emergencies. Local emergency ordinances expand on the Act.

The California Emergency Plan (promulgated by the Governor) is published under the Act. The Plan provides statewide authorities and responsibilities and describes all levels of government during emergencies, including war. Section 8568 of the Act states that "the State Emergency Plan shall be in effect in each subdivision of the State and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."

Local Emergency Plans are, therefore, extensions of the California Emergency Plan.

II. AUTHORITIES

The following provide emergency authority for conducting or supporting emergency operations:

A. Federal

1. Federal Disaster Relief Act of 1974(Public Law 93-288).
2. Federal Civil Defense Act of 1950 (Public Law 920), as amended.
3. Public Law 84-99 (U.S. Army Corps of Engineers-flood fighting).

B. State

1. California Emergency Services Act (Chapter 7 Division 1 of title 2 of the Government Code).
2. California Natural Disaster Assistance Act. Section 128, California Water Code (California Department of Water Resources - flood fighting).
3. Orders and regulations which may be selectively promulgated by the Governor during a state of emergency.
4. Orders and regulations promulgated by the Governor to take effect upon the existence of a state of war emergency.
5. *Disaster Service Workers*
Government Code section 3100 declares that all public employees are declared to be "disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

C. County

1. Napa County Code Sections 2.80.010-2.80.160 (Emergency Services Council).
2. County of Napa Resolution (unnumbered) dated March 11, 1952 - Master Mutual Aid.
3. County of Napa Resolution No. 90-80 (Workers' Compensation, Disaster Service Workers).
4. Napa County Code Sections 2.040.060-2.04.140 (Continuity in Government).

D. City of Napa

1. City of Napa Municipal Code Chapters; 2.88 "Continuity of Government", 2.89 "Emergency and Disaster Preparedness" and 2.90 "Shelters".

III. REFERENCES

A. State

1. California Emergency Plan.
2. Disaster Assistance Procedural Manual (published by the California Office of Emergency Services).
3. California Emergency Resources Management Plan.
4. California Master Mutual Aid Agreement and supporting mutual and agreements.
5. California Law Enforcement Mutual Aid Plan.
6. California Fire and Rescue Operations Plan.

IV. ORDERS AND REGULATIONS

These orders and regulations may be selectively promulgated by the Governor (extracted from the California-Emergency Plan).

A. State of Emergency (other than war)

Order 1 (period of employment waived)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment of such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (control of medical supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) but which is(are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks

intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (personnel may be paid in cash)
It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular work week, at a rate not to exceed 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (contract bond requirement suspended)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to State contracting bonding requirement for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (housing laws suspended)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety or intrastate transportation laws, ordinances, regulations of codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (control of stored petroleum)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief and aid of lives and property within the proclaimed area, distribution of intrastate petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use in a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

HAZARD MITIGATION

I. PURPOSE

II. THE CASE FOR HAZARD MITIGATION

III. HAZARD MITIGATION ACTIONS

IV. AFTER A DISASTER

I. PURPOSE

The purpose of hazard mitigation is to keep it from happening again.

It is also a requirement of Section 406 (minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (public Law 93-288.)

II. THE CASE FOR HAZARD MITIGATION

Every disaster can teach us valuable lessons about building construction, land use and emergency response. Unfortunately, many of these lessons are soon forgotten and there is a tendency to return to the poor construction, unsafe land use and other shortsighted practices that caused the disaster in the first place. That's why the Federal Disaster Relief Act of 1974 requires safe land use and construction practices as a condition of receiving Federal disaster aid.

III. HAZARD MITIGATION ACTIONS

A. Avoid the hazard

1. Authority to Zone

Zoning is usually a function of local government, except where State or federally owned lands are exempt from local zoning laws. Other interests may propose zoning regulations but only local government can adopt them.

By mutual aid agreement, State or Federal restrictions may be locally adopted and enforced.

Limitations

Zoning can be useful but its powers are limited. Therefore, zoning usually reflects,

rather than dictates, current land use trends. Zoning is also particularly vulnerable to political pressure; this is especially true if an area is very attractive for development but rarely experiences major disasters.

Zoning is generally best suited to restrict the use of smaller areas (such as very steep slopes) within larger areas, as opposed to restricting large areas (such as areas of potential earthquake shaking).

2. Improve Building Standards

Buildings in hazardous areas can often be made safe. This can be as simple as adding a fireproof roof or it can mean tearing the building down and starting over.

Local Standards

Building codes are usually a function of local government, except where State or Federal buildings are exempt from local codes. Codes can be strengthened for hazardous areas. Usually stronger codes are enforced only for new construction or remodeling; but some recent laws require hazard related inspections for existing buildings that are considered at risk. The idea is that inspections will produce a knowledge of liability which will motivate the owners to improve their buildings.

State Standards

For State owned facilities outside the jurisdiction of local governments, construction standards are adopted and enforced by the responsible State agency. In some cases, these standards may serve as models for local governments.

a) Conditions for Assistance

As a condition for State approval of loan or grant assistance as a result of a major disaster or Emergency Declaration, the Governor's authorized representative may recommend to the Federal Emergency Management Agency Regional Director that the Associate Director prescribe certain construction standards for Federal Emergency Management Agency

assisted projects for hazard mitigation purposes.

Federal Standards

a) Scope of Authority

Federal agencies adopt and enforce Federal Standards for Federal buildings. In some cases, these Federal construction standards for State and local governments.

b) Conditions for Assistance

The Federal Emergency Management Agency Regional Director may suspend or refuse to approve any project application until he/she is satisfied that the work will result in a facility or structure that is safe for its intended use.

A Federal agency may require local or State governments to adopt and enforce certain hazard mitigation regulations as a condition for Federal assistance or participation in Federally assisted programs.

Section 406, Public Law (93-288 1-2-B)

As a condition of any disaster loan or grant made under the provisions of the Act, the recipient shall agree that any repair of construction to be financed therewith shall be in accordance with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards, and shall furnish such evidence of compliance with this section as may be required by regulation. As a further condition of any loan grant made under the provisions of this Act, the state or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action taken to mitigate such hazards, including safe land use and construction practices, in accordance with the appropriate elected officials of general purpose

local governments, and the State shall furnish such evidence of compliance with this section as may be required by regulation.

c) Reduce the Hazard

The hazard itself can be reduced. of course, this depends on the type of hazard: double containment of a storage tank will reduce the hazard from the chemical inside but we cannot stop an earthquake or a storm. The Mitigation Team may make recommendations regarding hazard reduction. (See IVB)

d) Public Education

If the general public knows what to do before, during and after a disaster, the impact of the disaster can be greatly reduced. Public education is largely a local function, although the State and Federal governments do make a variety of educational materials available.

e) Insurance

Although insurance cannot reduce the impact of a disaster, it does spread the impact over a larger group of people over a longer period of time. Some insurance programs are private, and some, such as the Federal flood insurance program, are government funded. Insurance programs may have construction standards that must be met before insurance is sold.

IV. AFTER A DISASTER

A. Agreement to Work Together

Following each Presidentially declared emergency or major disaster, the Regional Director of the Federal Agency and the Governor execute a document called the Federal/State Agreement. This Agreement includes hazard mitigation.

B. The Mitigation Team

Federal, State and local Hazard Mitigation Coordinators will be appointed to work together to:

1. Look for Hazards

The Team will review land use laws, construction standards, mitigation measures, damage assessments, Damage Survey Reports and other information.

As a result of its findings, the Team may change the boundaries of high hazard areas and recommend mapping or re-mapping of these areas.

2. Review Emergency Plans

For each hazard prone area, the Team will review local and State emergency plans. Where plans for hazard mitigation are inadequate, the team will recommend improvements.

The Federal Emergency Management Agency Regional Director and the Governor's authorized representative may decide to require that these improvements be made. They will consider:

- If hazard mitigation could be effective.
- The size and composition of the jurisdiction.
- Local government's authority to regulate land use and construction practices.
- The local government's exercise of such authority.

They may also help governments write or update their plans.

3. Write a Mitigation Plan

The Mitigation Plan will make recommendations and include procedures for carrying out the recommendations. The Plan is due to the State within six months of a Presidential declaration.

4. Follow up contacts with the State or local government as appropriate.

5. Review Standards

The Team will inventory and evaluate the applicant's existing standards for the type of repairs, reconstruction or restoration work for which Federal loan or grant assistance is being requested.

The Team may recommend upgrading existing construction standards or adopting new standards.

The Team will also encourage local adoption and enforcement of hazard mitigation standards for all projects, including non-Federally assisted projects.

6. Suggest Models

The Team will make model State or Federal standards available for new construction may be different from those for repairs or alternations to existing facilities or structures.

C. Roles and Responsibilities

1. Federal

The Director of the Federal Emergency Management Agency is responsible for hazard mitigation actions under the Federal/State Agreement. The Regional Director, in coordination with the Governor's authorized representative, shall:

- a) Provide for a Joint Federal-State/Local Hazard Mitigation Team to survey the affected area and plan for hazard mitigation.
- b) Appoint a Hazard Mitigation Coordinator to serve the team.
- c) Discuss hazard mitigation with local, State and Federal officials.
- d) Coordinate with the State Hazard Mitigation Coordinator.
- e) Administrate Section 406.

- f) Make sure hazard mitigation is actually done.
- g) Provide technical advice and assistance.
- h) Encourage State and local governments to adopt safe zoning and construction standards.
- i) Ensure that Federal efforts are in addition to local and State efforts.
- j) Encourage initiative by State and local governments.
- k) After floods, follow Federal Emergency Management Agency Floodplain Management Regulations.

2. State

a) Office of Emergency Services

The Governor will appoint a representative of the Office of Emergency Services to be the Governor's authorized representative. This person will be responsible for State hazard mitigation activities under the Federal/State Agreement. The Governor's authorized representative will also work with Federal agencies to ensure State and local participation in hazard mitigation planning.

b) State Hazard Mitigation Coordinator

The State Hazard Mitigation Coordinator, along with the Governor's authorized representative, shall:

- 1. Arrange for consultations on the findings and recommendations from the joint survey and shall follow up to ensure that timely and adequate local and State hazard mitigation actions are taken.
- 2. Provide funding or technical assistance to eligible applicants.
- 3. Arrange for State inspection or audit to verify compliance with approved hazard mitigation measures.

4. Final Report

Upon completion of approved hazard mitigation activities in accordance with the Federal/State Agreement, submit a final report of compliance with hazard mitigation requirements by State and local governments throughout the Governor's authorized representative to the Federal Emergency Management Agency Regional Director for review and acceptance.

5. Accomplish hazard mitigation planning in accordance with the Federal/State Agreement.

6. Provide Advice and assistance on hazard mitigation measures to applicants, private organizations and individuals.

7. Evaluate or have the applicant evaluate the natural hazards in the disaster area and make mitigation recommendations.

8. Follow up with applicants to ensure that, as condition for any grant or loan under the Act, hazard mitigation actions are indeed taken.

9. Follow up with applicants to ensure that hazard mitigation plans are submitted (not later than 180 days after the emergency declaration) to the Federal Emergency Management Agency Regional Director for concurrence.

10. Review and update disaster mitigation portions of emergency plans as needed.

3. Local

a) Applicant (Local Jurisdiction)

The applicant's authorized representative is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's

authorized representative, in coordination with the Governor's authorized representative shall:

1. Appoint a Local Hazard Mitigation Coordinator to work with the Federal/State Hazard Mitigation Team.
2. With respect to any project application, submit adequate assurance that required hazard mitigation measures have been taken or will be completed.
3. To extent or legal authority, implement and enforce land use regulations and such construction practices which are agreed upon as conditions for Federal Emergency Management Agency grants or local loans. Applicants may request State or Federal advice or assistance in taking these actions.
4. Provide evidence of compliance with conditions for any approved Federal Emergency Management Agency grants or loans as required by the Governor's Authorized Representative.

b) Local Hazard Mitigation Coordinator

Working with the Federal/State Hazard Mitigation Team, the Local Hazard Mitigation Coordinator shall:

1. Assess disaster damage within the local jurisdiction.
2. Arrange for local participation in the Federal/State Hazard Mitigation Team.
3. Inform local officials and citizens about significant team activities, collect any local comments on these matters and report them to the Hazard Mitigation Coordinator.
4. Work with the Federal/State Hazard Mitigation Team to review and update existing mitigation plans, or in developing new hazard mitigation plans.

POLICIES

I. GENERAL INFORMATION

II. EMERGENCY WORK SHUTDOWN POLICY

III. EMERGENCY FEEDING POLICY

IV. DISASTER ORGANIZATION RESOLUTION AND NAPA MUNICIPAL CODE EXCERPTS

I. GENERAL INFORMATION

The City of Napa has developed policies and resolutions that will assist and guide employees during an emergency. Portions of these documents are included in this section for reference. The original and complete documents are kept within the City Manager or City Clerks offices and should be referenced as needed.

II. EMERGENCY WORK SHUTDOWN POLICY

Purpose

This policy has been developed by Napa City officials and employees to establish guidelines for emergency work and/or shutdown of City facilities due to a disaster or an emergency. The City is committed to implementing this policy while operating in the best interest of the community. This may mean implementing any or all parts of the policy as the situation warrants.

This policy covers non-public safety personnel.

Background

An emergency or disaster impacts lives and properties. It can disrupt normal work operations and schedules, destroy structures and facilities, impose suffering and hardships on individuals and cause many unusual conditions.

An emergency or disaster can exist due to flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage,

or any other conditions of extreme peril to the safety of persons and properties.

During an emergency or disaster, the City of Napa officials and employees recognize the duty to serve and protect the needs of the citizens of this community, the prudent and effective use of the City's resources, and the need to protect the working conditions and compensation of its employees.

Definition of Emergency

"Emergency" means a condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

The start and end of an emergency will be declared by the City Manager or his/her designee.

A. Before an "Emergency"

1. A list of tasks or areas of responsibility during an emergency should be developed.

Department Managers will pre-assign responsibilities for each regular employee. However, not everyone may be needed or utilized during a single event. This employee list will be submitted to the Disaster Coordinator for inclusion in the City's Emergency Plan, and should be updated on an annual basis.

Department Managers will attempt to enable each regular employee to understand his/her assignment and that a copy of the Emergency Plan will be available at main facilities and appropriate sections of the Plan will be at the employee's work site. Each employee will receive pre-assignment information. The City will undertake to inform each regular employee that the assignment is subject to

change based on the type and length of an emergency.

Each regular employee will receive SEMS training as may be required by the State, or as determined by the City, commensurate with their responsibilities. This training is intended to provide the employee with an understanding of the management system used during an emergency.

2. The skills inventory list.

The Department Managers will work with the Disaster Coordinator or his/her designee to develop a list of potential skills needed during emergencies. A survey will be submitted to each employee to complete. From the survey the Section Chiefs will develop a list of employees by skills that could be used in her/his section. These lists will be incorporated into the City's Emergency Plan.

Appearing on a skills list does not constitute pre-approval for an employee to work outside of his/her class specification, or pre-assigned responsibilities. An employee whose name appears for a skill not related to his/her regular class, or pre-assigned responsibilities, shall not be released from those responsibilities unless approved by his/her Department Manager.

3. An employee who has acquired new skills should notify the appropriate Department Manager.
4. The Department Manager should update the skills inventory/task-area responsibilities in his/her section.

B. During an "Emergency"

1. Employees Responsibility

All regular employees have an obligation to physically report to work during an emergency when requested by a supervisor or designee, or upon a general call-to-work media alert issued by City disaster officials. In any case, all employees shall report to work at the start

of their next regular work day unless advised otherwise.

All employees so notified to report to work shall do so as soon as is reasonably possible. Exceptions from the duty to report to work during an emergency may be granted by a supervisor. Some examples of good cause to exempt or delay an employee from complying with this policy include but are not limited to:

- a) When reasonable attempts to report to work will put an employee or the employee's immediate family in danger.
- b) When leave is approved by the appropriate supervisor to enable the employee to respond to a personal emergency.
- c) When the employee is physically unable to work due to injury or illness.
- d) When the employee is on approved leave and reporting to work would create an unreasonable hardship.
- e) When the employee is a member of a U.S. Military or National Guard unit and has received actual orders to report for military duty.

2. City Responsibility

The City may assign employees to areas and duties outside their regular assignment with consideration for safety. This may include assignment outside the City of Napa. Section supervisors should review the task list and skills list to the extent feasible prior to assigning work. An attempt will be made to evenly distribute work assignments among employees.

As long as an employee makes himself/herself available to work, employee shall be paid for their regular work week even if the City has no work for him/her to do, provided: Pay in the absence of work does not exceed 14 calendar days from the last date worked

by the employee after the date of the "Emergency" declaration.

3. Workday Assignments

Length of workday during an "Emergency" declaration:

- a) For regular employees assigned 7 1/2 or 8 hour workdays. In general, no one will be required to work more than 12 consecutive hours. If possible, no one should be allowed to work more than 16 consecutive hours.

4. First Day of "Emergency" declaration

Any employee sent home will be paid for their full shift if the employee reports back at the next assigned shift.

5. Overtime assignments

An attempt will be made to evenly distribute overtime assignments among those qualified.

How selection is made.

- a) During the initial call back, the Section Chief may utilize any employee who has the appropriate skills.
- b) After the first operational period (twelve hours) those who in the City's judgment have the appropriate skills, knowledge, and abilities should be used on a rotational basis, in order of seniority.

III. EMERGENCY FEEDING POLICY

It is the City of Napa's standard operating policy to provide food to City employees who are working during a declared or non-declared emergency situation. Examples of that would include Firefighters working a fire during an extended period of time without being able to leave the scene of the emergency. Likewise, during a declared emergency, such as a flood or earthquake event, City employees required to work during the event will be either provided food or have

food made available to them at designated locations, which could include a food kitchen, local restaurant or other type of eating establishment.

This policy extends to all employees acting as emergency workers, including those working in the Emergency Operations Center.

IV. DISASTER ORGANIZATION RESOLUTION

"Resolution of the City Council of the City of Napa authorizing a Civil Defense and Disaster organization and providing for use of personnel and resources of the City during an emergency."

"WHEREAS, the City of Napa has authorized a Civil Defense and Disaster organization which provides for use of personnel and resources of the City during an emergency; and

WHEREAS, the City of Napa has entered into Mutual Aid Agreements whereby the resources of this City may be used to help other cities and communities during disasters or emergencies; and

WHEREAS, the State of California has organized the State into Mutual Aid Regions and Sectors for coordinating the marshaling of the resources of the entire State in the event of a State of Disaster, or an extreme emergency; and

WHEREAS, Mutual Aid Region 2 has designated the County of Napa to be a Unified Operational Area to expedite and coordinate emergency operations during a State of Disaster or extreme emergency.

NOW, THEREFORE, BE IT RESOLVED by the City of Napa that the County Director of Civil Defense for the County of Napa is hereby authorized to act as Operational Area Coordinator to coordinate the Civil Defense and Disaster operations of the County and cities within the Operational Area during a State of Disaster declared by the Governor, or during a State of Extreme Emergency."

ORDINANCE NO. 097-026

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, REPEALING, ADDING AND RETITLING CHAPTER 2.88 AND ADDING CHAPTERS 2.89 AND 2.90 TO THE NAPA MUNICIPAL CODE RELATING TO CONTINUITY IN GOVERNMENT AND EMERGENCY AND DISASTER PREPAREDNESS

Be it ordained by the City Council of the City of Napa as follows:

Section 1. Chapter 2.88 "Emergency Preparedness", Section 2.88.010 through and including Section 2.88.170, is hereby repealed.

Section 2. Chapter 2.88 "Continuity in Government" is hereby added to the Napa Municipal Code as follows:

Chapter 2.88 CONTINUITY IN GOVERNMENT

2.88.010 Definitions.

Unless the context otherwise requires, the definitions in this section shall govern the construction of this chapter.

"Attack" means any attack or series of attacks by an enemy of the United States causing, or which may cause, substantial damage or injury to civilian property or persons in the United States in any manner, by sabotage or by the use of bombs, missiles, shellfire, or atomic, radiological, chemical, bacteriological or biological means, or other weapons or processes.

"Emergency interim successor" means a person designated pursuant to this code for possible temporary succession to the powers and duties, but not the office, of the city officer in the event that such officer or any duly authorized deputy is unavailable to exercise the powers and discharge the duties of the office.

"Unavailable" means that a vacancy in office exists and there is no deputy authorized to exercise all of the powers and discharge the duties of the office, or that the lawful incumbent of the office is absent or unable, for physical, mental or legal reasons, to exercise the powers and discharge the duties of the office.

2.88.020 Policy declaration.

Because of the existing possibility of an attack upon the United States of unprecedented size and destructiveness, including the inevitable hazards of radioactive contamination, and in order, in the event of such an attack, to assure the continuation of effective, legally constituted leadership, authority and responsibility in the offices of the government of this city, it is found and declared, by the city council, to be necessary to provide for emergency interim officers who can exercise the powers and discharge the duties of the legislative offices of the city in the event that the incumbents thereof are killed, missing, disabled, or for some other cause unable to perform the duties and functions of their office during and immediately after an enemy attack; therefore, in the interest of the public safety, health, welfare, and the protection of property and in pursuance of the authority conferred by the California State Military and Veterans Code, Division 7, Chapter 1, Section 1550, this Chapter is enacted.

2.88.030 Emergency interim successors—Designation.

A. Elective Offices. Within thirty days after first entering upon the duties of his office, each

member of the city council and the mayor shall designate not less than three emergency interim successors to his office and specify their rank in order of succession.

B. Review of Designations. The incumbents of the city council shall review and, as necessary, promptly revise the designations of emergency interim successors to ensure that at all times there are at least three such qualified emergency interim successors for each member.

2.88.040 Emergency interim successors—Qualifications.

No person shall be designated or serve as an emergency interim successor unless he may, under the Constitution and statutes of this state, and the code and charter of this city, hold the office of the person to whose powers and duties he is designated to succeed, but no provision of any code provision prohibiting an officer or employee of this city from holding another office shall be applicable to an emergency interim successor. Insofar as practicable, successors to be selected for the offices of councilmembers shall be residents of the district or jurisdiction of the office to which they are being appointed.

2.88.050 Emergency interim successors—Status.

A person designated as an emergency interim successor holds that designation at the pleasure of the designator; provided, that he must be replaced if removed. He retains this designation as emergency interim successor until replaced by another appointed by the authorized designator.

2.88.060 Assumption of powers and duties.

If, in the event of an attack, any member of the city council is unavailable, his emergency interim successor highest in rank in order of succession who is available shall, except for the power and duty to appoint emergency interim successors, exercise the powers and discharge these duties only until such time as the lawful incumbent officer or an emergency interim successor higher in rank in order of succession exercises, or resumes the exercise of, the powers and discharge of the duties of the office, or until, where an actual vacancy exists, a successor is appointed to fill such vacancy or is elected and qualified as provided by law.

2.88.070 Order of succession—Recordation.

The name, address and rank in order of succession of each duly authorized emergency interim successor shall be filed with the city clerk, and each designation, replacement or change in order of succession of an emergency interim successor shall become effective when the designator files with the city clerk the successor's name, address and rank in order of succession. The city clerk shall keep on file all such data regarding duly authorized emergency interim successors, and it shall be open to public inspection.

2.88.080 Formalities of taking office.

At the time of their designation, emergency interim successors shall take such oath and do such other things, if any, as may be required to qualify them to exercise the powers and discharge the duties of the office to which they may succeed.

2.88.090 Quorum and vote requirements.

In the event of an attack:

A. Quorum requirements for the city council shall be suspended; and

B. Where the affirmative vote of a specified proportion of members for approval of an ordinance, resolution or other action would otherwise be required, the same proportion of those voting thereon shall be sufficient.

Section 3. Chapter 2.89 "Emergency and Disaster Preparedness" is hereby added to the Napa Municipal Code as follows:

Chapter 2.89 EMERGENCY AND DISASTER PREPAREDNESS

2.89.010 Purpose.

The purpose of this chapter is to provide for the preparation and implementation out of plans for the protection of persons and property within the city of Napa in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons; and to facilitate the rendering of mutual aid to and for the people of this city.

2.89.020 Definitions.

As used in this chapter, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions but other than conditions resulting from labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this city, requiring the combined forces of other political subdivisions to combat.

2.89.030 Disaster council membership.

The city of Napa disaster council is hereby created and shall consist of the following members:

A. The mayor, who shall be chairman.

B. The director of emergency services, who shall be vice chairman.

C. The fire chief, the chief of police and the director of public works.

D. Such other persons as may be appointed by the mayor with the advice and consent of the city council.

2.89.040 Powers and duties of the disaster council.

It shall be the duty of the Napa disaster council, and it is hereby empowered, to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairman or, in his absence from the city or inability to call such a meeting, upon call of the vice chairman.

2.89.050 Director of emergency services.

There is hereby created the office of director of emergency services. The city manager shall be the director of emergency services. If the city manager is not available, the director of emergency services position will be filled in the following order, based upon the type of incident, police chief, fire chief, assistant city manager, or a city employee with the highest degree of expertise. There is hereby created the position of emergency services manager. The fire or police chief, or alternate as specified, shall be the emergency services manager. In the absence or incapacity of the director, the emergency services manager shall exercise all powers vested by this chapter in the director.

2.89.060 Powers and duties of the director of emergency services.

The director is hereby empowered to:

A. Request the city council to proclaim the existence or threatened existence of a "local emergency" if the city council is in session, or to issue such a proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council shall take action to ratify the proclamation within fifteen (15) days thereafter or the proclamation shall have no further force

or effect.

B. Request the governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.

C. Develop emergency plans with the assistance of the coordinator of emergency services for consideration by the disaster council and manage the emergency programs of this city.

D. Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter.

E. Direct cooperation between and coordination of services and staff of the emergency organization of this city; and resolve questions of authority and responsibility that may arise between them.

F. Ensures that the city is represented in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

G. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the governor or the director of the state office of emergency services, or the existence of a "state of war" emergency, the director is hereby empowered to:

1. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;

2. Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;

3. Require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;

4. Requisition necessary personnel or material of any city department or agency; and

5. Execute all his ordinary powers as city manager, all of the special powers conferred upon him by this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statutes, by an agreement approved by the city council, and by any other lawful authority.

2.89.070 Coordinator of emergency services manager.

There is hereby created the office of coordinator of emergency services, who shall be the fire chief. The coordinator of emergency services shall be appointed by the city manager.

2.89.080 Powers and duties of the coordinator of emergency services.

The coordinator shall:

A. Supervise the assistant coordinator of emergency services.

B. Perform all duties assigned by the director of emergency services.

C. Coordinate the activities of all emergency services in preemergency planning, during an emergency and in postemergency activities as a staff officer to the director of emergency services.

D. Represent the city in all dealings with public and private agencies pertaining to emergency planning.

2.89.090 Assistant coordinator of emergency services.

There is hereby created the office of the assistant coordinator of emergency services, who shall have the day-to-day responsibility for the management and operation of the office of emergency services. The assistant coordinator of emergency services shall be appointed by the coordinator of emergency services.

2.89.100 Powers and duties of the assistant coordinator of emergency services.

The assistant coordinator shall;

- A. Administer the city office of emergency services on a day-to-day basis.
- B. Organize and develop the city emergency programs, working with other local governments, city departments, special purpose districts, supporting agencies and volunteer groups.
- C. Prepare and maintain the emergency plan and functional annexes with the assistance of the section chiefs.
- D. Submit the emergency plan and functional annexes to the director of emergency services through the coordinator of emergency services.
- E. Prepare and submit reports required by the disaster council, the director of emergency services, the coordinator of emergency services, the state office of emergency services and the federal emergency management agency.
- F. Perform all duties assigned by the coordinator of emergency services.

2.89.110 Emergency organization.

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of Section 2.89.060(g)(3) of this chapter, shall be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city of Napa.

2.89.120 Structure, duties and functions of the emergency organization.

The structure, duties, and functions of the Napa emergency organization and the order of emergency succession to the position of director of emergency services shall be adopted by resolution of the city council.

2.89.130 Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city of Napa.

2.89.140 Acts prohibited during emergency.

It shall be a misdemeanor, punishable by a fine of not to exceed five hundred (500) dollars, or by imprisonment for not to exceed six (6) months, or both, for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter.

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state.

CHAPTER 2.90 SHELTERS

2.90.010 Scope of chapter.

The rules and regulations established by this chapter shall apply to all civil defense shelters as defined in this code, whether located above ground or below, when such shelters are used or intended to be used solely and exclusively for the purpose of providing protection to the occupants thereof from the effects of blasts, fire, heat and radiological fallout. These regulations are not intended to apply to

buildings or structures within which the function of a civil defense shelter is combined with other types of occupancies.

2.90.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section:

Civil defense shelter. "Civil defense shelter" shall mean any building or structure or portion of a building or structure which is designed to be used exclusively for the purpose of providing protection to the occupants thereof from the effects of blasts, fire, heat and radiological fallout.

Disaster. "Disaster" shall mean actual or imminently threatened enemy attack, sabotage, extraordinary fire, floods, storm, epidemic, riot, earthquake or other similar public calamity.

2.90.030 Inapplicability of certain code provisions and ordinances to shelters.

The provisions of the following sections of this code or ordinances of the city shall be inapplicable to civil defense shelters, as defined in Section 2.90.020:

A. Section 15.08.010, adopting the Uniform Building Code.

B. Title 17 of this code, being the Zoning Ordinance of the city.

This section shall permit the location of civil defense shelters within any required yard or building setback area, except in the public way; provided, that no portion of such structure shall project above the existing grade, with the exception of inlet or outlet vents not exceeding twenty-four (24) inches in height. Any civil defense shelter located partially or wholly above ground shall comply with all pertinent setback regulations as contained in Title 17 of this code.

2.90.040 Construction and design standards.

Civil defense shelters shall be constructed of incombustible materials and shall be of a design approved by the building inspector and the civil defense coordinator of the city. Plans and specifications shall be prepared by a registered architect or structural engineer as provided by the Business and Professions Code of the state, and shall comply with the recommended standards of the office of civil defense mobilization. Shelters shall be inspected during construction by the building inspector or his authorized representative as often as is required to determine compliance with the approved design and construction standards. If, upon completion of construction, the building inspector determines that the structure meets all the pertinent provisions of this chapter, he shall authorize occupancy of the shelter under conditions specified in Section 2.90.050 of this code.

2.90.050 Right of entry for inspection.

Upon presentation of the proper credentials, the building inspector or the civil defense coordinator or their duly authorized representatives may enter at any reasonable time any building, structure, or premises in the city for the purpose of inspecting any civil defense shelter being erected, constructed or maintained under the provisions of this chapter.

2.90.060 Prohibited acts.

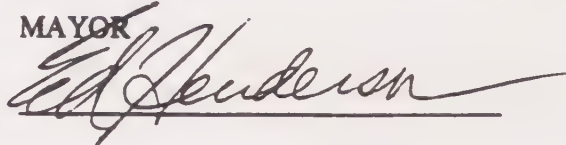
A. It shall be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, use or occupy any building or structure which is designed exclusively as a civil defense shelter without first having received a permit from the building inspector. No payment of fees shall be required for such permit.

B. It shall be unlawful to use, occupy or cause or permit the use or occupancy of any civil defense shelter, as defined in Section 2.90.020, for any purpose except during a period or time of disaster.

Section 4. Severability. If any section, sub-section, subdivision, paragraph, clause or phrase in this ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, sub-section, subdivision, paragraph, sentence, clause or phrase of this ordinance, irrespective of the fact that any one or more sections, sub-sections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

Section 5. Effective Date and Operational Dates. This ordinance shall become effective thirty (30) days following adoption.

MAYOR



ATTEST:


CITY CLERK

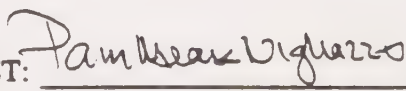
STATE OF CALIFORNIA)
COUNTY OF NAPA)SS
CITY OF NAPA)

I, Pamyla Means-Nigliazzo, City Clerk of the City of Napa, do hereby certify that the foregoing ordinance had its first reading on the 18th day of November, 1997, and had its second reading on the 2nd day of December, 1997, and was passed by the following vote:

AYES: Wagenknecht, Busenbark, Techel, Martin and Henderson

NOES: None

ABSENT: None

ATTEST: 
CITY CLERK OF THE CITY OF NAPA

Part Two :

Annexes

Part Two: Annexes

The Annexes are the working documents of this plan. Each Annex describes an emergency function. Most Annexes have two parts:

- 1) Text, that describes the function and gives background information.
- 2) Checklists, that you can use to guide your actions during an emergency.

The organizational chart on page 15 shows the placement of each annex in the City Emergency Organization.

To find the Annex you need by alphabetical listing:

Care and Shelter_____	411	Liaison_____	141
City Council_____	103	Logistics Section Chief_____	403
Claims_____	531	Medical_____	241
Communications_____	291	Operations Section Chief_____	203
Cost_____	511	Personnel_____	431
Damage Assessment_____	331	Planning Section Chief_____	303
Director of Emergency Services	111	Police_____	261
Demobilization_____	341	Public Information_____	151
Documentation_____	351	Public Works_____	281
Emergency Services Manager_	121	Resource Status_____	321
EOC Security/Support_____	181	Situation Status_____	311
Facilities_____	451	Supply_____	441
Finance Section Chief_____	503	Time_____	521
Fire/Rescue_____	221	Transportation_____	421
Legal Advisor_____	131		

The Command Staff provides overall management and support for the emergency and includes:

- City Council

Provides direction to the Director of Emergency Services in major decisions and serves as liaison to the citizens and visiting dignitaries.

- Director of Emergency Services (DES)

Manages and coordinates the City's emergency response.

- Emergency Services Manager (ESM)

Provides advice and direction to the DES. Ensures that the Emergency Plan is followed and that the EOC functions efficiently.

- Legal Advisor

Prepares emergency documents and acts as legal advisor to the DES and City Council.

- Liaison

Serves as contact point for assisting agencies and for internal procedural or organizational issues. Manages rumor control within the EOC. Provides Liaison to the Operational Area and other agencies.

- Public Information

Gathers and confirms information before releasing it to the public through various media.

- EOC Security/Support

Restricts access to the EOC by authorized personnel only. Ensures that basic needs are met.

City Council

Annex

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INTRODUCTION

This annex explains the function and responsibilities of the City Council Unit within the Incident Command System (ICS). The positions of City Council are filled by the elected Council members or their replacements as authorized by state law.

II. OBJECTIVES

- A. Continue to act as the elected leadership of the City during a disaster.
- B. Activate the City Council element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist for this position. Any weakness in it shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an international crisis which could lead to war. Ensure the City Clerk and DES are able to reach you at all times.

2. Impact phase

Use the checklist to guide your actions.

C. After (Recovery)

Continue to maintain contact with the City Clerk and DES until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within the ICS, the City Manager is the Director of Emergency Services and should work closely with the City Council.

When a disaster occurs the City Council will be responsible for:

1. Being available for contact by the DES at all times.
2. Being able to convene within 30 minutes at the request of the DES.
3. Maintaining communication with the public through the PIO office.
4. Serve as liaison to visiting state and federal representatives.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTE

Before an Emergency

- ☐ ☐ Review Council responsibilities and the Emergency Plan.

During an Emergency

- ☐ ☐ Advise the Director of Emergency Services (DES) how and where to contact you.
- ☐ ☐ Obtain a briefing from the DES.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Participate in coordinated, periodic press conferences and news media interviews after briefings by the Public Information Officer (PIO).
- ☐ ☐ Convene within 30 minutes, as requested by the DES, to receive briefings, review and take action on emergency legislation or policy decisions.
- ☐ ☐ Maintain communication with the citizens by visiting various disaster sites, including shelters.
- ☐ ☐ Serve as liaison to visiting state and federal representatives.
- ☐ ☐ Maintain an Activity Log.
- ☐ ☐ Review the Emergency Plan.

After an Emergency

- ☐ ☐ Write summary of activities, findings and suggestions from this event.
- ☐ ☐ Forward all reports and checklists to the Director Of Emergency Services through the City Clerk.
- ☐ ☐ Participate in an incident debriefing.
- ☐ ☐ Make suggestions for corrections or changes to the City Council Annex.

Completed by _____
Date ___/___/___ Operational Period ___ - ___

Director of
Emergency
Services

Director of Emergency Services Annex

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Director of Emergency Services Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Director of Emergency Services (DES) within the Incident Command System (ICS). The position of DES is filled by the City Manager or alternate as specified in the Basic Plan within this Emergency Plan.

II. OBJECTIVES

- A. Manage and coordinate the City's emergency response.
- B. Officially place the Emergency Plan into effect.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact the Section Chiefs and ensure that they review their checklist and Emergency Plans.

2. Impact Phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the emergency activities until all Sections and Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Director of Emergency Services has overall command of the emergency response organization.

When a disaster occurs the Director of Emergency services will be responsible for:

- 1. Assuming over-all direction and responsibility.
- 2. Monitor and coordinate the situation.
- 3. Conducting debriefing sessions for EOC Staff and Council.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to the specific Director of Emergency Services checklists for earthquakes and flood.

During an Emergency - warning phase

- ☐ ☐ Place Emergency Operations Center staff on standby.
- ☐ ☐ Place the City Council on standby.
- ☐ ☐ Place Department Heads on standby.
- ☐ ☐ If required, activate the Emergency Operations Center (see EOC activation checklist.)
- ☐ ☐ If staffing is available, consider appointing a recorder/aide to the DES.

During an Emergency - impact phase

- ☐ ☐ Identify yourself by putting on the name tag with your title and signing it on the organizational chart.
- ☐ ☐ Notify the City Council.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain an Event Log.
- ☐ ☐ Obtain briefing from Section Chiefs already in the Emergency Operations Center.
- ☐ ☐ Appoint and brief additional Section Chiefs as needed.
- ☐ ☐ Brief City Council as needed.
- ☐ ☐ Make sure that the Section Chiefs have read their checklists.
- ☐ ☐ Have Section Chiefs place emergency services on standby.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Have Section Chiefs move emergency vehicles from facilities in hazard areas.
- ☐ ☐ Meet with Section Chiefs to develop an Incident Action Plan that includes:
 - ☐ Overall strategy (offensive/defensive.)
 - ☐ Need for evacuation.
 - ☐ Estimate of incident duration.
 - ☐ "State of emergency" declaration.
 - ☐ Priorities for the procurement and allocation of available resources
- ☐ ☐ Schedule and hold follow-up briefing with Section Chiefs and EOC Staff to ascertain status of disaster and effectiveness of response effort.
- ☐ ☐ Post (or photocopy and distribute) the Incident Action Plan.
- ☐ ☐ Verify activation of on-scene Incident Command System.
- ☐ ☐ Ensure that State Office of Emergency Services is notified of incident.
- ☐ ☐ If required, declare a LOCAL EMERGENCY.
- ☐ ☐ If required, ask that the Governor request the President proclaim a FEDERAL DECLARATION.
- ☐ ☐ Make sure that all essential emergency services are activated.
- ☐ ☐ Have Section Chiefs establish contact with appropriate state agency coordinators and representatives from affected jurisdictions.
- ☐ ☐ Report situation (including any areas evacuated) and support requirements to the Operational Area Office of Emergency Services.
- ☐ ☐ Have Section Chiefs coordinate with appropriate segments of the private sector.
- ☐ ☐ Request assistance from the Office of Emergency Services Mutual Aid Region Office as required.
- ☐ ☐ Review Incident Action Plan with the Planning Section Chief and revise, as needed, to plan for demobilization.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- ☐ ☐ Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- ☐ ☐ Re-check this checklist.
- ☐ ☐ Make sure that staff and volunteers receive debriefing and counseling as needed.
- ☐ ☐ Have unsightly debris cleaned up as soon as possible.
- ☐ ☐ Have staff go door to door in the hardest hit areas to check with residents who may have been affected by the emergency.
- ☐ ☐ When appropriate, issue a Proclamation of Termination of Local Emergency.
- ☐ ☐ Appoint someone to follow through with hazard mitigation.
- ☐ ☐ As soon as possible, while interest in emergency preparedness is still high:
 - ☐ Hold a critique of the emergency response effort.
 - ☐ Have someone follow through with public education programs.
 - ☐ Have someone recruit volunteers for longer term preparedness projects.
 - ☐ Hold a critique of the emergency recovery effort.
 - ☐ Review this Plan.
- ☐ ☐ Assemble and check financial records; forward to Finance.
- ☐ ☐ Make suggestions for corrections or changes to the Director of Emergency Services Annex.
- ☐ ☐ Collect checklists and summaries of activities, findings and suggestions from Section Chiefs. These documents are to be collected 2 weeks after the event and compiled by the Assistant City Manager with the PIO Office for reference in future events.

Completed by _____
Date __/__/__ Operational Period ____-____

Director of Emergency Services Annex

CHECKLIST FOR FLOOD

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Director of Emergency Services checklist for all disasters.

- ☐ ☐ Make sure mobile and aerial survey units are dispatched to survey for flooding and damage.
- ☐ ☐ Have Section Chiefs verify reports and poll field units and key facilities to determine situation in their vicinity and ability to function.
- ☐ ☐ Have Section Chiefs move emergency equipment from facilities in areas subject to imminent flooding.
- ☐ ☐ Advise key personnel of results of damage and flooding surveys.
- ☐ ☐ Assess weather conditions and flooding projections. Monitor river height hourly.
- ☐ ☐ Have the PIO broadcast emergency self-help instructions to the public.
- ☐ ☐ Advise citizens in flood prone areas of the possible flooding and the need to prepare to evacuate.
- ☐ ☐ Assess flood related sources (i.e. rain gear, sandbags, etc.)
- ☐ ☐ Assess areas where sandbagging and levee reinforcement will be needed.

Completed by _____
Date __/__/__ Operational Period ____ - ____

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Director of Emergency Services checklist for all disasters.

- ☐ ☐ Make sure mobile and aerial survey units are dispatched to survey for damage, flooding, fires, or other hazards.
- ☐ ☐ Have Section Chiefs verify reports and poll field units and key facilities to determine situation in their vicinity and ability to function.
- ☐ ☐ Have Section Chiefs protect emergency equipment from possible aftershock.
- ☐ ☐ Advise key personnel of results of damage survey.

If little or no damage is reported, prepare to support more heavily damaged jurisdictions.

If extensive damage is reported, take the following actions as appropriate.

- ☐ ☐ Have Section Chiefs mobilize all emergency forces.
- ☐ ☐ Have the Public Information Officer broadcast emergency self-help instructions to the public.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Director of Emergency Services Annex

EOC Activation Checklist for DES

- ☐ ☐ Contact made with affected departments
- ☐ ☐ Determination of threat or actual local emergency
- ☐ ☐ Contact City Electrical Department and on call Communications technician for set up of EOC

Contact with EOC members

	<u>Contacted</u>
PIO _____	<input type="checkbox"/>
Liaison _____	<input type="checkbox"/>
City Attorney _____	<input type="checkbox"/>
Operations (Police, fire, Public Works) _____	<input type="checkbox"/>
Planning _____	<input type="checkbox"/>
Logistics _____	<input type="checkbox"/>
Safety _____	<input type="checkbox"/>
Finance _____	<input type="checkbox"/>

Emergency

Services

Manager

Emergency Services Manager Annex

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Emergency Services Manager Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Emergency Services Manager within the Incident Command System (ICS). The position of Emergency Services manager is filled by the Fire or Police Chief or alternate as specified in the Basic Plan within the Emergency Operations Plan.

II. OBJECTIVES

- A. Provide advice and direction to the DES on emergency operations.
- B. Ensure that the Emergency Operations Plan is followed.
- C. Ensure that the EOC functions efficiently.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist for this position. Any weaknesses in them shall be corrected through the City Manager's Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an international crisis that could lead to war. During the warning phase, make contact with the DES to discuss opening the EOC. Review checklist and emergency plan.

2. Impact phase

Assist with contacting Section Chiefs and opening the EOC. Use the checklist to guide your actions.

C. After (Recovery)

Continue to assist DES with coordination of the emergency activities until all Sections and Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

The Emergency Services Manager reports directly to the DES.

When a disaster occurs the Emergency Services Manager will be responsible for:

1. Providing advice and direction to the DES on all matters related to the overall emergency operations.
2. Ensuring that the Emergency operations Plan is followed and that the EOC functions in an efficient manner.
3. Consulting and collaborating with Section Chiefs.
4. Supervise EOC Security/Support personnel.

Emergency Services Manager Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Make sure that all Emergency Services Manager Checklists are up to date.
- ☐ ☐ Verify that the EOC is ready to go, including:
 - ☐ Supplies current and organized.
 - ☐ Necessary equipment.
 - ☐ make sure equipment is secured.
- ☐ ☐ Verify that the alternate EOC is also ready to go.

During an Emergency

- ☐ ☐ Report to the EOC.
- ☐ ☐ Obtain a briefing from the DES.
- ☐ ☐ Identify yourself as the Emergency Services Manager by putting on the tag with your title.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain activity log.
- ☐ ☐ Assess the situation.
- ☐ ☐ Make sure the DES understands:
 - ☐ How to declare the emergency.
 - ☐ How to request mutual aid.
 - ☐ How to contact other emergency officials.
 - ☐ Emergency powers, policies and procedures.
 - ☐ What briefings to give and when.
- ☐ ☐ Help make sure that all overall priorities are being followed as closely as possible.
- ☐ ☐ Review this emergency plan.
- ☐ ☐ Consult and collaborate with Section Chiefs.
- ☐ ☐ Attend meetings as necessary.

Emergency Services Manager Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Consult with and supervise EOC Security/Support Unit.

After an Emergency

- ☐ ☐ Make sure the debriefing and counseling has been made available to staff.
- ☐ ☐ Write summary of activities, findings and suggestions from this event.
- ☐ ☐ Forward all activity reports and checklists to the DES.
- ☐ ☐ Review this checklist.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Legal
Advisor

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I. INTRODUCTION

This annex explains the function and responsibilities of the Legal Unit within the Incident Command System (ICS). The Legal position is filled by the City Attorney or designate.

II. OBJECTIVES

- A. Act as legal advisor to the DES and City Council.
- B. Activate the Legal element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist. Any weakness in it shall be corrected through the City Manager Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact those individuals who could be working in the Legal Unit and ensure that they review their checklist and Emergency Plans.

2. Impact phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Legal Unit until relieved by the DES.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Legal Unit reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Legal Unit will be responsible for:

1. Preparing proclamations, emergency ordinances and other legal documents required by the City Council and the DES.
2. Advising the City Council and the DES on the legality and or legal implications of contemplated emergency actions.
3. Develop the rules, regulations and laws required for the acquisition and or control of critical resources.
4. Keeping the Director of Emergency Services informed of Legal Unit activities.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ Identify sources of potential liability.
- ☐ Make sure all required legal documents are available in the EOC. (See copies in the Basic Plan section of this Emergency Plan)
- ☐ Make sure City emergency ordinances are up to date with regard to roles, titles, etc.

During an Emergency

- ☐ Obtain situation briefing from the Director of Emergency Services.
- ☐ Identify yourself as the Legal Advisor by putting on the name tag with your title and signing in on the organizational chart.
- ☐ Read this checklist.
- ☐ Maintain activity log.
- ☐ Assess the situation.
- ☐ Appoint and brief staff, as needed.
- ☐ Ensure that a declaration of local emergency is made within 10 days of the disaster.
- ☐ Review City laws and this Emergency Plan.
- ☐ Consult and collaborate with Section Chiefs.
- ☐ Establish areas of legal responsibility and/or potential liabilities.
- ☐ Attend meeting as necessary.
- ☐ Perform other assistance as necessary as directed by the DES.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- ☐ ☐ When ordered, secure operations and replenish supplies.
- ☐ ☐ Forward all reports to the Director of Emergency Services.
- ☐ ☐ Work with the Director of Emergency Services and the Public Information Officer to keep staff from releasing sensitive information to the media.
- ☐ ☐ Work with Situation Analysis and Finance to obtain needed records.
- ☐ ☐ Provide legal justification for mitigation measures.
- ☐ ☐ Defend the City against lawsuits.
- ☐ ☐ Make suggestions for corrections or changes to the Legal Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

Liaison

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I. INTRODUCTION

This annex explains the function and responsibilities of the Liaison Unit within the Incident Command System (ICS). The Liaison position is filled by the Fire Department Administrative Assistant or designate.

II. OBJECTIVES

- A. Serve as the point of contact for assisting agencies-arranging for workspace and required support.
- B. Serve as the point of contact when organizational and procedural questions arise within the Emergency Management Structure.
- C. Manage the Rumor Control operations during the disaster response and recovery.
- D. Provide Liaison to County EOC (Operational Area)

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weakness in them shall be corrected through the City Manager's office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact staff and have them review their responsibilities.

2. Impact phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Liaison Section until all have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Liaison Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs, the Liaison Section Chief will be responsible for:

1. Serving as a contact point for requests to and from assisting agencies. This may be delegated to a specific Section by the Liaison Section Chief. (Ex. Shelters-Logistics)
2. Serving as an internal contact point when organizational and procedural questions arise, directing people to the correct Section Chief.
3. Staffing the Rumor control function within the EOC. Media questions will be referred to the PIO.
4. Obtain and direct response to complaints pertaining to matters such as: Lack of logistics, inadequate communications, and personnel problems.
5. Provide point of contact for City employees to and from their families.
6. Keeping the Director of Emergency Services informed of the Liaison Section activities.
7. Providing a Liaison to County EOC.
8. Provide point of contact for City business leaders (i.e. Downtown Merchants, Chamber of Commerce, etc).

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Make sure the "before" checklist items are updated in the Liaison Annex.
- ☐ ☐ Ensure staff is trained in their responsibilities.
- ☐ ☐ Make sure call-up lists are up to date.

During an Emergency

- ☐ ☐ Obtain a briefing from the director of Emergency Services including summary of the disaster organizations.
- ☐ ☐ Identify yourself by putting on a name tag and signing in on the organizational chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain an activity log.
- ☐ ☐ Obtain a list of agencies currently involved in the disaster.
- ☐ ☐ Provide a point of contact for assisting agencies.
- ☐ ☐ Consult with DES and provide a Liaison to the County EOC (If established).
- ☐ ☐ Create lists of names, locations and communication channels of assisting agency representatives.
- ☐ ☐ Maintain periodic contact with City Liaison to County EOC.
- ☐ ☐ Respond to requests from within the Emergency Management structure on procedural and organizational issues.
- ☐ ☐ Monitor Incident Operations and suggest changes to the DES to offset procedural or organizational problems.
- ☐ ☐ Appoint and brief staff, as needed.
- ☐ ☐ Activate the Rumor Control operations in the EOC.
- ☐ ☐ Provide current and updated information to the Rumor Control staff.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Review this Emergency Plan.
- ☐ ☐ Consult and collaborate with Section chiefs.
- ☐ ☐ When available, obtain copy of Disaster Action Plan.
- ☐ ☐ Attend meetings as necessary.
- ☐ ☐ Keep the Director of Emergency Services advised of Liaison operations.

After an Emergency

- ☐ ☐ Request DES to authorize the deactivation of the sections.
- ☐ ☐ When deactivation is approved, contact agencies and/or persons worked with and advise them of:
 - When deactivation will take place.
 - Whom they should contact for the completion of ongoing actions.
- ☐ ☐ Ensure that each section has completed the following:
 - Filling out of final reports.
 - Close-out of section activity log.
 - Transfer of ongoing actions to appropriate full-time staff.
- ☐ ☐ Ensure copies of all documentation generated during the operation are submitted to the documentation unit.
- ☐ ☐ Ensure staff cleans up work areas and restocks section kits.
- ☐ ☐ Forward all activity reports to the DES.
- ☐ ☐ Participate in the debriefing.
- ☐ ☐ Re-check this checklist.
- ☐ ☐ Write a summary of all activities, findings and suggestions from this event and forward to the Director of Emergency Services.

Completed by _____
Date __/__/__ Operational Period ____-____

Public

Information

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I. INTRODUCTION

DURING emergency situations, the public and the media will demand information and will need instructions on what to do.

Telephones may be out of service and radio and television stations may be off the air. The demand for information may be overwhelming. It is important to have enough trained staff available to handle this demand.

The local media, particularly radio, will perform an essential role in providing emergency instructions and information to the public. During a major disaster, regional and national media will also demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.

The position of PIO is filled by the City Clerk or alternate and reports to the Director of Emergency Services (DES).

II. OBJECTIVES

- The rapid dissemination of accurate instructions and information to the public during periods of emergency.
- Response to media inquiries and calls from the public. Names of casualties will not be released.
- Establishment of a Media Center near the Emergency Operations Center for use by reporters.
- Establishment of an On-Scene Public Information Team at the site of the incident.

III. PRIORITIES

- First priority: Information that could save lives or protect health.
- Second priority: Emergency status information (the emergency situation and response efforts; how to contact relatives, etc.)

- Third priority: Other useful information (stories, background, how to get monetary assistance, etc.)

IV. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare and update the plans, response checklists, contact lists, sample news releases, radio/TV messages, emergency instructions, periodic status reports, forms, etc. that will guide the public information response to an emergency. Plans and procedures should provide for coordination and communication with other organizations.

Verify phone numbers and contact persons on resource list. Verify emergency operation phone numbers with other local jurisdictions.

Assign and train staff. Consider training extra staff in case the primary emergency public information staff, particularly the Public Information Officer, are injured or are unable to report to duty.

Coordinate with other community Public Information Officers and invite them to supplement emergency public information staff during emergencies, if possible. Coordinate with public information officers from responding law enforcement and fire agencies. Develop a rapid public information officer-to-public-information officer communication system.

Prepare a get-away kit for the on-scene public information team. Include the following items in the kit:

- Map of Napa County and major cities.
- Regional map (for multi-county emergencies)
- Acetate map covers
- Marking pens
- Easel for display of map
- Identification vest

- Battery powered public address system
- Ruled pads or steno notebooks
- Pens and pencils
- Masking tape and duct tape
- Scissors
- Easel with blank flip pad
- Response checklist and telephone contact list
- Sign "All Media-Please Report Here"
- Lighting for night operations
- Cassette recorder (battery operated) and blank tapes to record briefings to the media as well as data from the IC/Scene Manager.
- Sign-in sheets for media
- Blank press passes, if appropriate (coordinate with law authorities)
- Computer (word processor), typewriter
- Department of Transportation Emergency Response Guidebook, "Guidebook for Hazardous Materials Incidents"
- Staff time sheets

B. During the emergency

1. Warning phase

This phase could begin upon a receipt of a warning, such as the forecast of a flood. During the warning phase, mobilize staff and use the public information response checklist to guide your actions.

During all emergency operations (including the warning phase), the City of Napa Public Information Officer will serve as the dissemination point for all media releases. Other agencies wishing to release information to the public must coordinate through the Public Information Officer.

2. Impact phase

During this phase, mobilize the public information organization and provide information according to the above priorities. Use the public information response checklist to guide your actions.

Make sure that all information is clear, concise, confirmed and approved by the appropriate authority before being released to the media and public. Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so.

C. After (Recovery)

During this phase, continue to release information on the restoration of essential services, travel restrictions, and assistance programs. Later, when time allows, review your actions and update this Emergency Plan as needed.

V. PUBLIC INFORMATION ORGANIZATIONS

Maintain working relationships with Public Information Officers in other cities, the county and at other governmental levels. Maintain telephone contact lists.

A. City

1. Organization

The emergency public information organization will be supervised by the Public Information Officer, or alternate. If needed, the organization will operate on a 24-hour basis. Public Information functions in three areas:

a) Public Information

To rapidly release emergency instructions and information to the public throughout all available means.

b) Visitor Control

Provide services for all visitors to the emergency operations center, including security badges, briefings, tours, spokespersons, escorts, accommodations and transportation.

Receive and handle non-emergency calls and maintain the

situation board and maps in the media Information Center.

c) On-the-Scene-Team

Initially staffed by the first responding agency, the on-the-scene team usually takes the first public information actions. Public information staff at the Emergency Operations Center may then be mobilized depending on the extent of the hazard. This unit establishes a media control point in the vicinity of, but physically separated from, the incident site or field command post. The control point serves to satisfy the needs of the media in a safe and orderly manner without interfering with response operations.

The Team regularly gets the latest information from the Incident Commander, then relays this information to the media through briefings, interviews with key personnel, live camera shots, and organized tours. The Team also uses amateur radio to update the Emergency Operations Center staff.

The Team should be comprised of at least two persons from those departments most familiar with the activities underway at the scene. The Team leader is appointed by the City Public Information Officer. Alternates should be assigned to cover all shifts.

2. Staffing Responsibilities

The Public Information Center operates under the direction of the Public Information Officer and is located in an area easily accessible to the Emergency Operations Center.

The Public Information Office is staffed as follows:

- Public Information Officer

- Assistant Public Information Officer
- Supervisor
- Staff (Fax, Copying and White Board Coordinators)

The Public Information Officer, Assistant PIO and Supervisor all have designated alternates. These positions operate in two 12 hour operational periods.

PIO Center Staff are divided into three 8 1/2 hour shifts with a minimum of 5 persons per shift.

Responsibilities include:

a) Public Information Officer

Provides lead direction to Public Information staff under the direction of the Director of Emergency Services. Responsible for planning, organizing and directing functions of PIO. Directly establishes press conferences in coordination with the Director of Emergency Services.

b) Assistant Public Information Officer

Assists the PIO in the EOC and at incident site. Coordinates flow of information from PIO to PIO Supervisor. Conducts press briefings. Attends EOC briefings.

c) PIO Supervisor

Under the direction of the PIO, coordinates activities of the PIO Center including keeping up-to-date, accurate records, preparing press releases, answering phones for PIO and disseminating information.

- Alerts Dispatch immediately as new information is received
- Handles employees' time logs
- Attends EOC briefings
- Maintains unit event logs

d) Fax Coordinator

As the coordinator of incoming and outgoing faxes, is responsible for the timely dissemination of important information. Also provides back-up coverage for those covering the telephones.

Faxes press releases and related information to a pre-designated list of press contacts and other agencies. The most important press contact will be Associated Press (AP) - many other news agencies gather information through the AP. Napa Dispatch Center also needs to be advised immediately of updated information.

Responsible for checking the fax machine for incoming faxes on a regular basis. Check with the Supervisor on the distribution of incoming faxes; it may vary depending upon the information.

e) Copying Coordinator

Responsible for the timely photocopying of important information and provides back-up coverage for those covering the telephones.

It is critical the information which is photocopied be reproduced so that it is clear and readable - check the copy quality. Also make sure that multiple paged documents are collated and stapled in order.

Original documents should be so marked; all originals and copies should go to the Supervisor for coordination of distribution.

f) White Board Coordinator

As the coordinator of information to be posted on the White Boards, is responsible for ensuring that accurate information is posted on both White Boards in a timely

fashion. The White Boards will be used by the staff in the Public Information Center and by the Press and the general public for regular updates. While the format used to post the information is not critical, the accuracy of the information is.

Sources of information will be the Press Releases issued by the Public Information Officer and verified information from the Emergency Operation Center. Questions about information to be posted should be directed to the Supervisor.

Typically, the information posted on the White Boards will include:

- Time of declared emergency
- Type of emergency (i.e., Flood, Earthquake, etc.)
- Location of Shelters (if applicable)
- Road Closures (if applicable)
- Incident-specific information (i.e., if flood: water levels, high tide, evacuation areas, sandbag locations, weather)
- Approximate time of next Press Release
- Time of next briefing

The White Board Coordinator is also responsible for maintaining a paper record of information posted on the White Boards. Note the information posted and the time of posting.

B. Napa County

The emergency public information organization will consist of a Public Information Officer, an Assistant Public Information Officer and staff as required by the situation. The Public Information Officer will be appointed by the Director of Emergency Services. The Public Information Officer will in turn appoint an assistant and staff, as needed. If necessary, the organization will operate on a 24 hour basis. The public information organization contains two units.

1. Media Center Unit

The Public Information officer will head this unit. This unit will be stationed at the MIS Conference Room, 1195 Third Street, First Floor, Napa. This unit releases emergency instructions and information to the public through all available means. It answers the public access lines and relays calls to the Emergency Operations Center, if needed.

The Public Information Officer will staff this unit with a unit leader and other personnel as he/she sees fit.

This unit receives and handles non-emergency calls and maintains the situation boards and maps in the Media Center. This unit also relays any pertinent information to the Emergency Operations Center.

2. Emergency Operations Center Unit

This unit will be headed by the Assistant Public Information Officer. He/she will be stationed at the Emergency Operations Center. He/she will staff the center to his/her needs.

The Assistant Public Information Officer disseminates the latest information from the Emergency Operations Center and the Incident Commander. He/she relays this information to the Media Center. All information sent out by the Public Information Officer should be cleared with the Assistant Public Information Officer at the Emergency Operations Center before any release is made.

C. State and Federal Public Information

The California Emergency Public Information System includes City, County, State Mutual Aid Regions, State, Federal and private agencies. The scope of the emergency will determine how many levels of the system are activated.

City and County Public Information Officers will release public information. The Federal Emergency Management Agency Public Information Officer will provide information on federal response efforts and federal assistance programs and may provide public information Staff support to the state on request. The federal government determines nationwide Emergency Broadcast System programming.

When possible, the State Office of Emergency Services Public Information Officer will coordinate news releases regarding Napa County with the County Public Information Officer PRIOR to release to the media. When this is not possible, the County will be informed as soon as possible.

D. Private Organizations

Government Public Information officers should coordinate with private response agency Public Information Officers (American Red Cross, Salvation Army) and utility companies so that mutual needs may be fulfilled during emergencies. Community Public Information Officers may be asked to supplement governmental public information staff if necessary.

VI. POLICIES AND PROCEDURES

A. Release of Information

Only the designated PIO, with approval from the DES has the authority to release any information regarding disaster operations, damage assessment and casualties when the Emergency Plan is activated. All requests shall be directed to the PIO and the identity of the calling party confirmed prior to releasing sensitive information. Day-to-day operations are the exception and are handled by the department PIO's.

Public Information Annex

1. General Telephone Coverage

As an individual assigned to provide telephone coverage during a declared emergency, you will be responsible for conveying accurate information to citizens, representatives of the press, governmental officials, and to other agencies. It is critical that you do not give out information which is sensitive, or which has not been verified. You may give out information which is either (a) contained in a Press Release which has been prepared by the Public Information Officer, or (b) which comes into the Public Information Center from the Emergency Operations Center and is posted on the White Board.

Please do:

- Remain calm
- Try to be patient, especially with citizens who are concerned about their safety or their property
- Convey a professional attitude, remember - you represent the City to all who call the Public Information Officer.
- Log all contacts with press and other agencies throughout the Supervisor

Please do NOT:

- Guess at answers to questions if you don't have information
- Release telephone numbers for the Emergency Operation Center
- Give an on-air interview or release information to the press without checking with the Supervisor

When answering telephones in the public Information Center, please use the following statement:

"City of Napa Public Information Center. My name is _____ May I help you?"

B. Media Relations

Maintain working relationships with local reporters and share with them the details of this plan and their responsibilities under this plan. Brief the media periodically throughout the year on hazardous material incident response procedures and related emergency public information procedures. Maintain media contact lists.

C. Media Center

During emergency situations, a media center will be established near the EOC. The media center should be equipped with desks, chairs, PC, phones and a fax. White boards are utilized to update information. One board is located in the PIO center and one in the media center which is located in the lobby of the Police Department building. Maps of the disaster area and maps of local radio/TV broadcast coverage areas should also be on hand.

D. Visitors to the Emergency Operations Center

Visitors may enter the EOC after they have received approval from the DES.

The Public Information Officer will talk with reporters and hold press conferences in the media center. Arrangements may be made with the DES to allow media into the EOC

E. Ground Access Regulations

California Penal Code Section 409.5 permits access by accredited reporters to areas which are closed to the public during disasters. The California Peace Officers' Association suggests that "in general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions." (Law Enforcement Media Relations Policy Manual, California Peace Officers' Educational Research and Training Foundation, 1982, p.8.)

If the Incident Commander decides that access restrictions for the media are unavoidable, a "pool" system may be established. Reporters at the scene should select one representative from each medium (radio, television, newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. These reporters will then share information, photographs, and video/audio tape with other accredited reporters.

If you must for any reason deny or restrict media access, give a complete explanation.

California Penal Code sections:

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway State Police, police departments, or sheriff's office, or officers of the Department of Forestry designated as

peace officers by subdivision (f) of Section 830.3, may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

F. Air access regulations

Federal Aviation Administration Regulation 91.91 (see extract below) covers temporary flight restrictions during disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.

Federal Aviation Regulations:

Subpart B - Flight Rules

Section 91.91 Temporary Flight Restrictions

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be

issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless-

(1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;

(2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;

(3) That operation is specifically authorized under an IFR ATC clearance;

(4) VFR flight around or above the area is impractical due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, an enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,

(5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:

(i) Aircraft identification, type and color.

(ii) Radio communications frequencies to be used.

(iii) Proposed types of entry and exit of the designated area.

(iv) Name of news media or purpose of flight.

(v) Any other information deemed necessary by ATC.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Public Information checklists for hazardous materials incidents and floods.

Before an Emergency

- ☐ ☐ Maintain an updated media contact list.
- ☐ ☐ Check Emergency Operations Center supplies.

During an Emergency - warning phase

- ☐ ☐ Review and update this plan.
- ☐ ☐ Alert emergency public information staff to the situation and make tentative shift assignments.
- ☐ ☐ Arrange for inspection and installation of communications equipment and other supplies/equipment necessary for emergency public information functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts, and status boards.
- ☐ ☐ Respond to media and public calls.
- ☐ ☐ Review appropriate stock of emergency public information material, including Emergency Broadcast System messages.
- ☐ ☐ Make initial contact with Public Information Officers in other jurisdictions and at other governmental levels.
- ☐ ☐ Prepare public information for the hearing impaired and non-english speaking populations.
- ☐ ☐ Warn the public and provide instructions on how to avoid the hazard or reduce its impact.
- ☐ ☐ Prepare and distribute personnel time sheets for PIO staff and document all time spent.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

During an Emergency - impact phase

- ☐ ☐ Go to the Emergency Operations Center if activated.
- ☐ ☐ Identify yourself by putting on the name tag with your title and sign in on the Organizational Chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log and personnel time sheets.
- ☐ ☐ Release instructions that could save lives (top priority):
 - ☐ Information for parents on the status and actions of schools (if in session)
 - ☐ Hazardous/contaminated/congested areas to avoid.
 - ☐ Curfews.
 - ☐ Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.
 - ☐ Evacuation:
 - Routes
 - Instructions (including what to do if vehicle breaks down)
 - Arrangements for persons without transportation.
 - ☐ Location of shelter/medical/coroner facilities, food, safe water.
 - ☐ Status of hospitals.
 - ☐ First aid information.
 - ☐ Fire fighting instructions.
 - ☐ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area.
 - ☐ Instructions/precautions about utility use, sanitation, how to turn off utilities if necessary.
 - ☐ Essential services available-hospitals, grocery stores, banks, pharmacies, etc.
 - ☐ Weather hazards (if needed).
- ☐ ☐ See hazard-specific checklists for samples of releases to be made during specific emergencies.
- ☐ ☐ Coordinate with DES preparation of Proclamation declaring a local emergency.
- ☐ ☐ Obtain periodic situation updates from Emergency Operations Center Section Chiefs.
- ☐ ☐ Open Media Center if a number of reporters arrive in person at the Emergency Operation Center.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Maintain Media Center status boards and maps. Monitor Emergency Operations Center status boards and resolve conflicts.
- ☐ ☐ Make situation reports and provide hard copy of news releases to the Public Information Officer at the County Office of Emergency Services.
- ☐ ☐ Release emergency status information (second priority):
 - ☐ Media hotline number. Public hotline number
 - ☐ Description of the emergency situation, including number of deaths and injuries, property damage, persons displaced.
 - ☐ Description of government and private response efforts (shelter, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).
 - ☐ Any of the top priority information in summary form on a "nice to know" rather than "vital to know and act upon" basis.
 - ☐ Status of local and Governor's Proclamation, Presidential Declaration.
 - ☐ Where people should report or call to volunteer.
 - ☐ How people in other areas can obtain information about relatives/friends in the disaster area, and how disaster victims can locate family members (work with Care & Shelter and the Red Cross).
 - ☐ Damage assessment figures when available.
- ☐ ☐ Monitor published and broadcast emergency public information for accuracy. Correct serious mistakes whenever possible.
- ☐ ☐ Provide enough staff and telephones to handle incoming media and public calls and to gather status information.
- ☐ ☐ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency situation.
- ☐ ☐ Keep the Director of Emergency Services informed of all actions taken or planned.
- ☐ ☐ Keep Public Information Officers in other jurisdictions and at other government levels apprised of information released.
- ☐ ☐ Keep a file of all information, instructions, and advice released to the public.
- ☐ ☐ Fully mobilize the emergency public information organization, determine shift assignments, and brief emergency public information staff on the current situation.
- ☐ ☐ Request staff support, as needed, from the City staffing pool or the Operational area PIO.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Release general survival/self-help information as appropriate.
- ☐ ☐ Release "media only" telephone numbers and public number
- ☐ ☐ Respond to media/public calls.
- ☐ ☐ Record telephone messages for media and public hot lines and update as the situation changes.
- ☐ ☐ Release public information numbers.
- ☐ ☐ Arrange for installation of communications equipment and other supplies/equipment necessary for emergency public information functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts, and status boards.
- ☐ ☐ Dispatch On-Scene Public Information Team, if appropriate, to:
 - ☐ Establish Media Control Point near incident site
 - ☐ Maintain liaison with Incident Commander
 - ☐ Keep public information staff in the Emergency Operations Center informed of situation (work with radio amateurs)
 - ☐ Arrange interviews and media tours of the disaster area if such action will not hinder response efforts.
- ☐ ☐ Determine the status of local media outlets and telephone service. If telephones are not in service, set up amateur radio (RACES) relay system for use by public information staff.
- ☐ ☐ Post hard copy of news releases.
- ☐ ☐ Attend periodic Emergency Operations center briefings and policy meetings.
- ☐ ☐ Consider additional methods of distributing emergency instructions as required.
- ☐ ☐ Arrange media briefings and press conferences on a regular or "as needed" basis. Arrange for official spokesperson. Announce briefing times. Arrange media tours/filming (one crew at a time) of Emergency Operations Center and interview with Emergency Operations Center spokesperson(s), if such action will not hinder response efforts.
- ☐ ☐ Produce news releases as required.
- ☐ ☐ Provide emergency public information in Spanish.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Greet and badge visitors. Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary.
- ☐ ☐ Release information about approved vantage points from which necessary persons may view the destruction. Consider safety, traffic flow, and parking.
- ☐ ☐ Periodically check the Public Information staff for signs of agitation or fatigue and reassign or relieve them if possible.

After an Emergency

- ☐ ☐ Coordinate press releases with Napa Chamber and Conference and Visitors Center to alleviate further impacts on tourism.
- ☐ ☐ Update media contact lists.
- ☐ ☐ Assemble and check financial records.
- ☐ ☐ Assemble and check operation reports; forward to DES.
- ☐ ☐ Continue to release status information on request.
- ☐ ☐ Release information on restoration of utilities and services (including local businesses) and any travel restrictions still in effect.
- ☐ ☐ Release other useful information:
 - ☐ State/Federal assistance available.
 - ☐ Disaster Application Center opening dates/times/location.
 - ☐ Historical events of this nature.
 - ☐ Charts/photographs/statistics from past events.
 - ☐ Human interest stories.
 - ☐ Acts of heroism.
 - ☐ Historical value of property damaged/destroyed.
 - ☐ Prominence of those killed/injured.
 - ☐ Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given. Collect newspaper clippings and TV videotapes, if available.

Public Information Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Survey staff and local media for suggestions on how to improve the public information response to future emergencies.
- ☐ ☐ Make suggestions for corrections or changes to the Public Information Officer Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Public Information "checklist for all disasters."

- ☐ ☐ All releases must be cleared through the Incident Commander/Scene Manager and technical adviser at the scene or the Director of Emergency Services at the Emergency Operations Center.

Unidentified material

- ☐ ☐ If incidents in a heavy traffic area, and alternate routes are available, notify media (radio) and request frequent announcements of instructions to avoid the area. (Coordinate announcements with Fire and Police.)
- ☐ ☐ Notify media with full explanation as soon as material has been identified. (Clear with Incident Commander/Scene Manager and technical advisor to avoid unduly alarming or confusing the public.)

Low Hazard - No General Evacuation

- ☐ ☐ Notify media (primarily radio) that an incident has occurred.
- ☐ ☐ Indicate alternate routes for traffic and request frequent announcements of instructions to avoid the area.
- ☐ ☐ Indicate nature of incident, precautions for public.
- ☐ ☐ Release hot line number for public inquiries (if available and staffed).
- ☐ ☐ Indicate response agencies involved (coordinate with response agency Public Information Officer), clean-up efforts underway, time frame for resumption of normal traffic patterns, if known.

High Hazard - General Evacuation

- ☐ ☐ Release all the above information.
- ☐ ☐ Release evacuation instructions to media (radio). Use established Emergency Broadcast System procedures as appropriate.
- ☐ ☐ Release shelter information when known (coordinate with Care & Shelter and Red Cross).

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Have medical/technical spokesperson(s) available to describe the nature of the toxic substance, possible symptoms, precautions for the public to take.
- ☐ ☐ Hold media briefing(s) at scene where Incident Commander/Scene Manager and medical/technical spokesperson can answer media questions. Arrange for similar media briefings at the Emergency Operations Center if needed.
- ☐ ☐ Be prepared to answer questions similar to these:
- ☐ How many deaths or injuries were there?
 - ☐ Any property damage?
 - ☐ What response agencies were involved?
 - ☐ Why was the evacuation ordered?
 - ☐ Why wasn't evacuation ordered?
 - ☐ Number of persons evacuated?
 - ☐ What are the long-term effects on people and the environment? (Long-term studies have not been done on most chemicals. Be careful not to speculate).
 - ☐ What chemicals are involved?
 - ☐ How toxic are they?
 - ☐ What symptoms are produced?
 - ☐ What are their normal uses?
 - ☐ What precautions should residents take?
 - ☐ What company/agency was involved?
 - ☐ Is legal action being considered? Unless a definite Yes or No answer is known, do not speculate.
 - ☐ Has the company been involved in any other incidents? If not, why? If so, how did it work? (Answer honestly).
 - ☐ What hazardous material incident training is required for your response personnel?
 - ☐ How can such incidents be avoided in the future? (Do not speculate. "This is a subject all the organizations involved will be exploring during the next few months. We all want to avoid incidents of this type.")

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO MESSAGE: Unidentified spill/release in heavy traffic area

This is _____ at the _____. An unidentified substance which may be hazardous has been (spilled/released) at (specific location). Please avoid the area, if possible, while crews are responding. The best alternate routes are _____

_____ If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

Thank you for your cooperation.

SAMPLE RADIO MESSAGE: Low hazard/confined spill/release (No general evacuation)

This is _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate block to evacuate. Please avoid the area.

The material is slightly/highly toxic to humans and can cause the following symptoms:

If you think you may have come in contact with this material, you should (give health instructions and hot line number, if available). For your safety, please avoid the area if at all possible. Alternate routes are identified and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

Thank you for your cooperation.

Public Information Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO MESSAGE: High hazard spill/release. General evacuation (requested/mandatory).

This is _____ at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are (requesting/requiring) all residents within _____ (blocks/miles) of the area to evacuate. If you are within (give evacuation zone boundaries), you and your family (should/must) leave (as soon as possible/now). Go immediately to the home of a friend or relative outside the evacuation area or to (indicate shelter). If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____. Children attending the following schools: (list) will be evacuated to _____. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms: _____

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____.

To repeat, if you are in the area of _____ you should/must leave, for your own safety. Do not use your telephone unless you need help.

SUMMARY STATEMENT FOR MEDIA

(To be adapted to the situation)

At approximately _____ (a.m./p.m.) today a (spill/release) of a potentially hazardous substance was reported to this office by (a private citizen, city employee, etc.). (Police/fire) were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be _____ (describe), a (hazardous/harmless) (Chemical / substance /material/gas) which, upon contact, may produce symptoms of _____.

Precautionary evacuation of the (immediate/ _____ block) area surrounding the spill was (requested/required) by (agency). Approximately _____ persons were evacuated. (number) clean-up crews from (agency/company) were dispatched to the scene, and normal traffic had resumed by (time), at which time residents were allowed to return to their homes. There were no injuries reported -OR- Persons, including (fire, police) personnel, were treated at area hospitals for (symptoms/injuries) and (all, number) were later released. Those remaining in the hospital are in _____ condition. Response agencies involved were _____.

Completed by _____
Date ____/____/____ Operational Period ____ - ____

Public Information Annex

CHECKLIST FOR FLOODS and DAM FAILURES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Public Information "checklist for all disasters."

- ☐ All releases must be cleared through the Incident Commander/Scene manager and technical advisor at the scene or the Director of Emergency Operations Center.

Increased Readiness Phase

- ☐ Monitor dam authority and engineers' reports.
- ☐ Provide prepared map(s) and script to local television station(s) for broadcast when authorized.
- ☐ Provide prepared radio message(s) to local radio stations for broadcast when authorized.

Warning Phase - Evacuation ordered

- ☐ Monitor water levels and weather advisories.
- ☐ Monitor dam authority and engineers' reports.
- ☐ Provide prepared map(s) and script to local television station(s). Include release instructions.
- ☐ Provide prepared radio message(s) to local radio stations. Include release instructions.
- ☐ Release information on where to buy sandbags and sand.
- ☐ Authorize broadcast of radio message(s) or access the Emergency Broadcast System.
- ☐ Coordinate with Police to release evacuation instructions through patrol car and helicopter public address systems and door-to-door contact, as needed.
- ☐ Release information about school evacuation (in coordination with school authorities.)
- ☐ Authorize television broadcast of evacuation map(s) and script.
- ☐ Encourage people to visit, if possible, friends or relatives outside the potential hazard area.
- ☐ Release instructions for evacuating pets. (Animals will not be allowed in shelters.)
- ☐ Release instructions on closure of parks and trails adjacent to the Napa River.

Public Information Annex

CHECKLIST FOR FLOODS and DAM FAILURES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

☐ ☐ Broadcast information on:

- ☐ Locations of shelters and emergency medical aid stations.
- ☐ What to do if dam failure occurs during evacuation.
- ☐ Gas stations remaining open.
- ☐ Potential dangers and traffic controls or other restrictions.
- ☐ The number of persons being housed and fed at shelters.
- ☐ Curfews and travel restrictions in the evacuated area.

☐ ☐ Advise the public not to return to the evacuated area until told to do so.

Impact Phase - Sudden flooding occurs

☐ ☐ Activate the public information function at the Emergency Operations Center or other location as determined by the Director of Emergency Services.

☐ ☐ Request public information mutual aid if needed.

☐ ☐ Use surviving local radio stations (and other means as needed) to convey emergency instructions. Use regional stations if local ones are not broadcasting.

After the flood - Return home authorized

☐ ☐ Announce return home and any traffic controls in effect.

☐ ☐ Announce mass transportation pickup points for those without vehicles.

☐ ☐ Announce instructions for cleanup and telephone number for those (elderly or disabled) needing cleanup assistance.

☐ ☐ Announce procedures for reporting public and private damage (for damage assessment report).

☐ ☐ Announce sandbag disposal.

☐ ☐ Coordinate media release with Napa Chamber and Conference and Visitors Center.

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR FLOODS and DAM FAILURES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO/TV MESSAGE: ROADS CLOSED

This is _____ from the _____. The recent storm has caused (severe/moderate) flooding in (several/many) areas of the (city/county). As of _____ today, the following (roads/streets) have been closed by law enforcement officials:

Please avoid these (roads/streets). If you must travel, use alternate routes. Again, those roads/streets which have been closed are:

All parks and trails adjacent to the Napa River are closed to the public.

Please stay tuned to this station for more road closure information.

SAMPLE RADIO/TV MESSAGE: EVACUATION ORDERED DUE TO FLOOD DANGER

This is _____ (high-ranking official if possible). The flooding situation continues in parts of _____ (county/city) and may worsen. For your safety, I am asking that you leave the area as soon as possible (give boundaries or local area, evacuation routes).

Take items you may need, such as medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers --but do not overload your car. Lock your home before you leave. Turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure to check on any neighbors who may need help.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at:

Pets are not allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you OR call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the _____ area (give boundaries), you (may/must) leave for your own safety. Stay tuned to this station for more information and instructions.

Thank you for your cooperation.

(Repeat complete message).

Public Information Annex

CHECKLIST FOR FLOODS and DAM FAILURES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO/TV MESSAGE: SMALL CRACK IN DAM

This is _____ at the _____. We have reports of a small crack in the _____ dam. At this time this information is unconfirmed. _____ units are responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

Stay tuned to this station for emergency instructions and information on the situation.

SAMPLE RADIO/TV MESSAGE: EVACUATION ORDERED DUE TO CRACKED DAM

(To be announced by Mayor, Director of Emergency Services or other local authority.)

This is _____. The crack in the _____ dam appears to be growing larger. _____ have warned that complete rupture could occur within the next few hours/ days /week. For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of threatened area and evacuation routes). The Red Cross is setting up shelters at _____. If you cannot stay with relatives or friends outside the evacuation area, go to one of these shelters.

Take only essential items: medicine, special foods, personal items, baby supplies, clothing, money and valuable papers. Do not overload your car. Secure your home before you leave. Lock windows and doors, turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions.)

If you have no means of transportation, ask help from a neighbor or friend, or walk to one of the following pickup points:

Bring only what you can carry. A bus will take you to a Red Cross shelter. If you are physically unable to go to one of the pickup points, call _____. Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation. Stay tuned to this station.

Please remain calm. Your cooperation and courtesy to others will help us to evacuate the area safely and quickly.

Completed by _____
Date ____/____/____ Operational Period ____-____

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Public Information "checklist for all disasters."

- ☐ ☐ Notify dispatch when EOC is activated and include in all press releases.
- ☐ ☐ Place public information personnel on standby and set up shifts.
- ☐ ☐ Issue immediate press release with situation status and necessary instructions. Advise of status of gas and electric service.
- ☐ ☐ Prepare evacuation radio message(s) leaving blanks which can be filled in when specific damaged areas are known.
- ☐ ☐ Coordinate with law enforcement agencies to release evacuation instructions through patrol car and helicopter public address systems and door-to-door contact as appropriate.
- ☐ ☐ Release information about school evacuation (in coordination with school authorities/PIO's).
- ☐ ☐ Authorize television broadcast of evacuation map(s) and script.
- ☐ ☐ Encourage people to visit friends or relatives outside the potential hazard area, if possible.
- ☐ ☐ Release special instructions for those evacuating pets. (Animals will not be allowed in mass care facilities).
- ☐ ☐ Broadcast information on:
 - Locations of emergency evacuation centers.
 - Gas stations remaining open.
 - Other facilities and services available.
- ☐ ☐ Release information about potential dangers and traffic controls or other restrictions in evacuation area.
- ☐ ☐ Release information on the number of persons being housed and fed at evacuation shelters.
- ☐ ☐ Indicate curfews and travel restrictions in effect within evacuation area.
- ☐ ☐ Advise the public not to return to the evacuation area until told to do so.
- ☐ ☐ Provide protective clothing for media and VIP's.
- ☐ ☐ Coordinate with school authorities on announcing school procedures during earthquakes.
- ☐ ☐ Notify public where evacuated pets and large animals can be taken.

CHECKLIST FOR EARTHQUAKES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After return home authorized

- ☐ ☐ Announce return home and any traffic controls in effect.
- ☐ ☐ Announce instructions for cleanup and telephone number for those (elderly/disabled) needing cleanup assistance.

Completed by _____
Date __/__/__ Operational Period ____-____

PUBLIC INFORMATION OFFICER

EMERGENCY ACTION CHECKLIST

RESPONSE TO EARTHQUAKE

ACTION	Assigned Responsibility	Time Assigned	Time Completed
Place public information personnel on standby. and Set-Up Shifts	P.I.O.		
Notify Dispatch when EDC is implemented and include in Prepare evacuation radio message(s) ^{all press} leaving blanks which can be filled ^{Releases} in when specific damaged areas are known.	P.I.O.		
Establish a single information center whenever possible.	P.I.O.		
Coordinate with law enforcement agencies to release evacuation instructions through patrol car and helicopter public address systems and door-to-door contact, as appropriate.	P.I.O.		
Release information about school evacuation (in coordination with school authorities/PIO's).	P.I.O.		
Authorize television broadcast of evacuation map(s) and script.	P.I.O.		
Encourage people to visit friends or relatives outside the potential hazard area, if possible.	P.I.O.		
Release special instructions for those evacuating pets. (Animals will not be allowed in mass care facilities).	P.I.O.		
Broadcast information on:			
- Locations of emergency evacuation shelters - Gas stations remaining open	P.I.O.		
Release information about potential dangers and traffic controls or other restrictions in evacuation area.	P.I.O.		
Release information on the number of	P.I.O.		

1. The first part of the report is devoted to a general description of the project and its objectives.

2. The second part of the report is devoted to a detailed description of the experimental methods used.

3. The third part of the report is devoted to a detailed description of the results obtained.

4. The fourth part of the report is devoted to a discussion of the results and their significance.

5. The fifth part of the report is devoted to a conclusion and recommendations.

6. The sixth part of the report is devoted to a list of references.

7. The seventh part of the report is devoted to a list of appendices.

8. The eighth part of the report is devoted to a list of figures.

9. The ninth part of the report is devoted to a list of tables.

10. The tenth part of the report is devoted to a list of symbols.

11. The eleventh part of the report is devoted to a list of abbreviations.

12. The twelfth part of the report is devoted to a list of acronyms.

persons being housed and fed at evacuation shelters.

Indicate curfews and travel restrictions in effect within evacuation area.

P.I.O.

Advise the public not to return to the evacuation area until told to do so.

P.I.O.

Provide protective clothing for media and VIP's.

P.I.O.

Coordinate with school authorities on announcing school procedures during earthquakes.

P.I.O.

Make sure 24-hour P.I.O. coverage is available through proper staffing.

P.I.O.

Identify responsibility of section leaders to provide information to P.I.O. for developing news releases.

P.I.O.

Clarify authority or method for key officials (elected, etc.), to communicate consistent with P.I.O. release or not at all.

P.I.O.

Notify public where evacuated pets and large animals can be taken.

P.I.O.

THE UNITED STATES OF AMERICA

DEPARTMENT OF JUSTICE

INVESTIGATION OF THE ACTS OF VIOLENCE

AND THE DESTRUCTION OF PROPERTY

IN THE CITY OF NEW YORK

ON THE 15TH DAY OF MAY 1964

THE FOLLOWING IS A SUMMARY OF THE RESULTS OF THE INVESTIGATION

CONDUCTED BY THE

NEW YORK OFFICE OF THE

FEDERAL BUREAU OF INVESTIGATION

ON THE 15TH DAY OF MAY 1964

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ON THE 15TH DAY OF MAY 1964

THE FOLLOWING IS A SUMMARY OF THE RESULTS OF THE INVESTIGATION

CONDUCTED BY THE

PUBLIC INFORMATION OFFICER

EMERGENCY ACTION CHECKLIST

RESPONSE TO EARTHQUAKE

RETURN HOME AUTHORIZED

ACTION	Assigned Responsibility	Time Assigned	Time Completed
Announce return home and any traffic controls in effect.	P.I.O.	_____	_____
Announce transportation pickup points for those without vehicles.	P.I.O.	_____	_____
Announce instructions for cleanup and telephone number for those (elderly/disabled) needing cleanup assistance.	P.I.O.	_____	_____
Compile list of all personnel within your section indicating name and work location where they can be found for each 12-hour operational period. Forward information to liaison (family section) as soon as possible.	D.E.S.	_____	_____
Maintain log of unit activities.	P.I.O.	_____	_____
Maintain accurate time records for all personnel within your section.	P.I.O.	_____	_____

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

WASHINGTON, D.C. 20250

TO: [Name] [Address] [City] [State] [Zip]
FROM: [Name] [Address] [City] [State] [Zip]

RE: [Subject]

DATE: [Date]

1. [Text]

2. [Text]

3. [Text]

4. [Text]

EOC

Security/Support

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I. INTRODUCTION

This annex explains the function and responsibilities of the E.O.C. Security/Support Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Provide internal support to the EOC staff. (Food, Runner, Rest Areas, Supplies)
- B. Provide for EOC Safety and Security (Limit access, building safety.)

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. Alert personnel, make sure the facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Assist the EOC staff to return to normal operations.

IV. ORGANIZATIONS AND RESPONSIBILITIES

Within ICS, the EOC Security/Support Unit reports to the Emergency Services Manager. When a disaster occurs the EOC Security/Support Unit will be responsible for:

1. Verifying that only appropriate EOC staff are allowed within the EOC.
2. Providing for safety of the EOC (General building safety, maintaining exit ways.)
3. Providing for safety of the EOC staff. (Ensuring basic needs are met and staff is relieved at appropriate intervals.)
4. Supplying meals and refreshments to the EOC staff. (Work with Logistics)
5. Maintaining personnel to serve as runners for Sections and Units operating in the EOC.
6. Making arrangements for sleeping accommodations for EOC personnel who are unable to return home.
7. Making arrangements for transportation of EOC staff to rest areas.
8. Maintaining a stock of supplies to keep the EOC staff equipped.
9. Assisting the Emergency Services Manager with miscellaneous requests.
10. Keeping the Emergency Services Manager informed of Security/Support Unit activities.
11. Request assistance from the Facilities unit to control problems with the building equipment and systems.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Obtain a briefing from the Emergency Services Manager.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event log.
- ☐ ☐ Verify that only appropriate EOC staff are within the EOC.
- ☐ ☐ Provide meals and refreshments to EOC staff.
- ☐ ☐ Periodically check the EOC for safety concerns.
- ☐ ☐ Make arrangements for sleeping accommodations for EOC staff.
- ☐ ☐ Ensure that EOC staff are relieved at appropriate intervals.
- ☐ ☐ Maintain a stock of supplies to keep the EOC staff equipped.
- ☐ ☐ Make arrangements for transportation of EOC staff as needed.
- ☐ ☐ Assist the Emergency Services Manager as requested.
- ☐ ☐ Keep the Emergency Services Manager advised of Staff Support operations.
- ☐ ☐ Request assistance from Facilities Unit to control problems with building equipment and systems.

EOC Security/Support Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- ☐ Assemble and check financial records, forward copies to Finance Section Chief.
- ☐ Forward all activity reports to the Emergency Services Manager.
- ☐ Re-check this checklist.
- ☐ Make suggestions for corrections or changes to the EOC Security Support Annex and forward to the City Manager.

Completed by _____
Date __/__/__ Operational Period ____-____

Operations Section

The Operations comprises the "front lines" of the emergency response. The person filling this position is based on the type of incident. (Ex. FIRE: Earthquake, Hazmat, Fire, Plane Crash; POLICE: Civil Disorder, Demonstrations, Large Public Assemblies; PUBLIC WORKS: Major Storm, Major Utility Interruption.) The Operations Section includes the following annexes:

- Operations Section Chief:
Directs the Operations Section.
- Fire/Rescue/Medical (Deputy):
Fights fires, rescues trapped and injured persons, and manages hazardous materials response. Treats and arranges transport for injured and ill persons, manages medical supplies and resources.
- Police (Deputy):
Enforces laws, controls traffic, manages evacuations, and controls access to hazardous areas.
- Public Works (Deputy):
Restores and/or maintains essential facilities and structures; clears debris.
- Communications:
Manages communications equipment.

Operations
Section
Chief

Operations Section Chief Annex

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Operations Section Chief Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Operations Section Chief within the Incident Command System (ICS).

The position of Operations Section Chief is usually filled based upon the type of incident involved. For example, a Fire Department Division Chief would fill the position for incidents of Fire, Earthquake, Flood, Hazmat, or Plane Crash; the Police Deputy Chief would be involved for Demonstrations, Civil Disorder or Large Public Assemblies; and the Public Works Director would handle Major Utility Interruptions. If the primary person were not available the first alternate would be a ranking member of the department involved according to the EOC staffing chart.

II. OBJECTIVES

- A. Coordinate the emergency operations of the Units in the Operations Section. (Fire/Rescue/Medical, Police, Public Works, Communications.)
- B. Activate the Operations element of the Action Plan.
- C. Keep the Director of Emergency Services informed of Operations Section activities.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Operations Section. Any weakness in them shall be corrected through the City Managers office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an approaching fire. During the warning phase, contact those individuals who

could be managing the Operations Section Units and ensure that they review their checklist and Emergency Plans.

2. Impact phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Operations Section until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within the ICS, the Operations Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Operations Section Chief will be responsible for:

1. Coordinating the Operations Section Units.
2. Assuming operational command.
3. Determining tactical operational policy.
4. Determine the need for and request additional resources.
5. Review the suggested list of resources to be released and initiate recommendation for release of resources.
6. Initiating site safety analysis groups from damage assessment personnel and determining priorities for inspection.
7. Keeping the Director of Emergency Services informed of Operations Section activities.

Operations Section Chief Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Operations Section Chief checklists for earthquake, hazardous materials incident, flood/dam failure and fire.

Before an Emergency

- ☐ ☐ Estimate emergency staffing levels.
- ☐ ☐ Make sure the "before" checklist items are updated in all the Operations Section annexes.
- ☐ ☐ Make sure call-up lists are up to date.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing it on the organizational chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Appoint and supervise Operations Section units as needed:
 - ☐ Fire/Rescue/Medical
 - ☐ Police
 - ☐ Public Works
 - ☐ Communications
 - ☐ Site Safety Analysis Groups (From Damage Assessment personnel).
- ☐ ☐ Determine the scope of the disaster.
- ☐ ☐ Determine inspection priorities for Site Safety Analysis Groups and supervise activity.
- ☐ ☐ Determine the need for and request additional resources.
- ☐ ☐ Have Law Enforcement warn and evacuate hazardous areas.
- ☐ ☐ Have Law enforcement establish access controls into damaged or hazardous areas.
- ☐ ☐ Have Law Enforcement control traffic.

Operations Section Chief Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Meet with the Director of Emergency Services to develop an Incident Action Plan that includes:
 - ☐ Overall strategy.
 - ☐ Need for evacuation.
 - ☐ Priorities.
- ☐ ☐ Implement the Action Plan.
- ☐ ☐ Request needed supplies, equipment and support services.
- ☐ ☐ Review the checklist for Fire/Rescue/Medical, Police, Public Works, and Communications. Ensure that they are handling their responsibilities.
- ☐ ☐ Conduct staff briefings with all Units in the Operations Section as necessary.
- ☐ ☐ Establish contact with appropriate city and county coordinators.
- ☐ ☐ Ensure that relief crews are provided as necessary.

After an Emergency

- ☐ ☐ Ensure an orderly de-escalation of the emergency and release of crews from the scene as soon as possible.
- ☐ ☐ Make sure each Function in the Operations Section completes their after checklists.
- ☐ ☐ Debrief the Functions in the Operations Section.
- ☐ ☐ Write a summary of all activities, findings and suggestions from this event.
- ☐ ☐ Forward all reports to the Director of Emergency Services.
- ☐ ☐ Make sure first responders participate in a debriefing.
- ☐ ☐ Identify response deficiencies.
- ☐ ☐ Assemble and check financial records, forward to the Finance Section Chief.
- ☐ ☐ Correct response deficiencies where possible.
- ☐ ☐ Re-check this checklist.

Operations Section Chief Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Make suggestions for corrections or changes to the Operations Chief Annex.
- ☐ ☐ Make sure all unit chiefs under Operations complete "after" checklists.

Completed by _____
Date __/__/__ Operational Period ____-____

Operations Section Chief Annex

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters."

- ☐ ☐ Ensure that Units take action to protect personnel and emergency equipment from possible aftershock.
- ☐ ☐ Have Public Works evaluate the possibility of dam failures.
- ☐ ☐ Verify reports; poll field units and key facilities to determine situation in their area and their ability to function.
- ☐ ☐ Have Public Works clear routes as needed.
- ☐ ☐ If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- ☐ ☐ Review the "Earthquake" checklist for Fire/Rescue/Medical, Police, Public Works and Communications. Ensure that they are handling their responsibilities.
- ☐ ☐ Have Public Works evaluate the structural stability/safety of damaged structures.

Completed by _____
Date __/__/__ Operational Period ____-____

Operations Section Chief Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENT

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters."

- ☐ ☐ Ensure that Units take action to protect personnel and emergency equipment from possible contamination or exposure.
- ☐ ☐ Review the Napa County Hazardous Materials Area Plan.
- ☐ ☐ Make sure that the Hazardous Materials Response Unit(s) are dispatched to scene.
- ☐ ☐ Verify reports and obtain estimates of the area that may be affected by the release of the hazardous material.
- ☐ ☐ Determine if evacuation is necessary.
- ☐ ☐ Review the "Hazardous Materials" checklists for Fire/Rescue/Medical, Police and Public Works. Ensure that they are handling their responsibilities.
- ☐ ☐ Coordinate activities of private hazardous material clean-up companies.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Operations Section Chief Annex

CHECKLIST FOR FLOODS AND DAM FAILURE

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations section Chief "checklist for all disasters."

Warning phase: flooding expected

- ☐ ☐ Ensure that Units and Sections take action to protect personnel and equipment from possible damage by flood waters.
- ☐ ☐ Review the "Flood Insurance Study", prepared by FEMA, on file in the Public Works - Engineering Department.
- ☐ ☐ Verify reports and obtain estimates of the area that may be affected.
- ☐ ☐ Review the "Flood" checklists for Fire/Rescue/Medical, Police, Public Works and Communications. Ensure that they are handling their responsibilities.
- ☐ ☐ Notify emergency services.
- ☐ ☐ If flood appears imminent, have Police warn and evacuate potential inundation area.
- ☐ ☐ Have Public Works initiate sandbagging.
- ☐ ☐ Have Public Works direct agencies to stockpile additional sandbags, shovels and other needed resources.

Impact phase: flooding occurs

- ☐ ☐ Have Police activate evacuation procedures.
- ☐ ☐ Ensure that Fire/Rescue/Medical, Police, Public Works and Communications are handling their responsibilities per their "Flood" checklists.
- ☐ ☐ Assess need for and availability of boats and water rescue personnel.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Operations Section Chief Annex

CHECKLIST FOR FIRES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations Section Chief "checklist for all disasters."

- ☐ ☐ Ensure that Units and Sections take action to protect personnel and emergency equipment from possible contamination or exposure.
- ☐ ☐ Verify reports and obtain estimates of the area that may be affected and projected containment, control, and extinguishment.
- ☐ ☐ Review the "Fire" checklists for Fire/Rescue/Medical and Police. Ensure that they are handling their responsibilities.
- ☐ ☐ Review the State and County Fire Mutual Aid Plans.
- ☐ ☐ Initiate Mutual Aid as needed.

Completed by _____
Date __/__/__ Operational Period ____-____

Fire / Rescue /

Medical

Fire/Rescue/Medical Annexes

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I. INTRODUCTION

The duties of the Fire Department have evolved to include much more than just putting out fires. Therefore, this annex includes fire suppression, rescue operations and hazardous materials response. Medical response is covered in the Medical Annex. Deputy Operations Chief for Fire/Rescue is filled by a Fire Battalion Chief or designate.

Since rescue may include evacuation, debris tunneling, shoring, and stabilization of structures, a variety of other workers such as police officers and engineers may be involved. Therefore, this annex describes the fire and rescue functions, not just the tasks of a fire engine company.

II. OBJECTIVES

- A. Extinguish and prevent fires.
- B. Protect the public from hazardous materials incidents.
- C. Rescue endangered, trapped, disabled, or isolated persons.
- D. Coordinate with other response functions and agencies regarding medical response, evacuation, public information, law enforcement, heavy rescue and coroner.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, and checklists that will guide fire and rescue resources in an emergency. Plans and procedures should provide for coordination and communication with other agencies and individuals that normally operate independently.

Provide a system for monitoring, reporting, processing and analyzing hazardous materials data.

Provide a system for gathering and communicating information that will aid hazardous materials response and recovery efforts.

If a situation such as approaching storm or worsening Civil Unrest warrants an increase in readiness, review and update documents, accelerate training programs and check supplies. Mobilize available resources.

Prepare and maintain resource and alert lists.

B. During the emergency

1. Warning phase

This phase could begin with a warning, such as the forecast of a flood, or an approaching fire.

During the warning phase, assist law enforcement personnel with alerting, notification and evacuation operations, and help them, as needed, to control access for vacated or threatened areas. Prepare to conduct rescue operations in areas that may be affected.

2. Impact phase

Extinguish fires, rescue people, contain or clean up hazardous materials, and help with traffic or access control operations.

As the emergency continues, provide fire support to shelters and help with detailed damage assessment activities. Make sure all searched areas have been definitely cleared and that all persons are safe and accounted for.

Use the Fire & Rescue checklist to guide your actions.

C. After (Recovery)

Continue to provide essential fire and rescue services, and help recovery operations.

When an area has been contaminated by hazardous material measure the degree of contamination and determine when (or if) the area will be safe to reoccupy.

Later, when time allows, review your actions and update this Emergency Plan as needed.

IV. ORGANIZATIONS AND RESPONSIBILITIES

Each city is responsible for their fire protection by utilizing their own resources. The unincorporated areas are the responsibility of the Napa County Fire Department.

A. City

The Fire Chief or designate will be responsible for:

1. Planning:

- a) Preparing a deployment plan for local resources.
- b) Identifying hazards.
- c) Maintaining current alert lists.
- d) Maintaining inventories of fire and rescue resources within the jurisdictions.
- e) Organize volunteers.
- f) Coordinate response planning with the County.
- g) Coordinate resources with the County.

2. Training

- a) Provide training for department employees.
- b) Organize and train volunteers.
- c) Help businesses by training employees to develop evacuation plans.

3. Responding:

- a) Coordinating fire and rescue operations.
- b) Designating and operating staging areas.
- c) Staffing for fire and rescue at the Emergency Operations Center.
- d) Coordinating hazardous materials response and mutual aid requests for the County.
- e) Deciding whether or not the city needs mutual aid and submitting requests to the Operational Area Coordinator.

B. County (Operational Area)

County Fire or California Department of Forestry are the primary fire agencies for Napa County. A County Fire staff member acts as the fire and rescue coordinator in the County EOC.

Any mutual aid requests will be handled by the County Fire Liaison in the County EOC. He will be responsible for:

1. Planning:

- a) Inventory rescue resources within the area.
- b) Develop resource allocation criteria.
- c) Plan for mutual aid requests and resources.

Fire & Rescue Annex

2. Responding:

- a) Staff the Fire & Rescue function at the County Emergency Operation Center.
- b) Coordinate countywide fire suppression and rescue activities.
- c) Mobilize and deploy fire fighting mutual aid resources.
- d) Maintain communications with field units and on-scene incident commander.
- e) Coordinate mutual aid requests.
- f) Advise decision makers of the risks associated with fire and hazardous materials.

C. State Mutual Aid Region

The County Fire and Rescue Coordinators in each State mutual aid region select a Regional Fire and Rescue Coordinator. The Regional Coordinator serves on the staff of the Office of Emergency Services Regional Manager during emergencies.

The Mutual Aid Region Fire and Rescue Coordinator is responsible for:

1. Developing region wide Fire and Search and Rescue Mutual Aid Plans.
2. Developing a Staffing Plan for a Regional Multi-Agency Coordination Center.
3. Keeping a regional inventory of public and private rescue resources.
4. Locating and listing sites suitable for Mutual Aid Mobilization Center operations.
5. Organizing and dispatching mutual aid resources.
6. Telling the Chief of the Office of Emergency Services Fire and Rescue

Division which regional resources are committed.

7. Providing support for Regional Mutual Aid Mobilization Center operations.

D. State

1. Office of Emergency Services

The Office of Emergency Services coordinates state resources during the emergency. The State Fire and Rescue Coordinator is the Chief of the Fire and Rescue Division of Office of Emergency Services and is a staff member of the Director of the Office of Emergency Services.

The State Fire and Rescue and Law Enforcement Coordinators are responsible for:

- a) Maintaining the California Law Enforcement Search and Rescue Plan and the California Fire and Rescue Emergency Plan.
- b) Maintaining a statewide consolidated inventory of rescue resources.
- c) Coordinating mutual aid resources.
- d) Jointly staffing the rescue function at established Disaster Support Area(s), or at the State Coordination Center.
- e) Requesting federal aid.

2. Department of Forestry:

Helps with personnel and equipment, including conservation camp crews in fire suppression, rescue and cleanup, communications and personnel care.

3. State Fire Marshal:

Helps coordinate mutual aid fire and rescue operations.

Fire & Rescue Annex

4. Department of Fish and Game:

Helps with search and rescue

5. Military Department:

a) Conducts fire support operations (communications, transportation, evacuation and engineering.)

b) Provides personnel and equipment for rescue operations.

6. Employment Development Department:

a) Recruits personnel and determines personnel shortages and surplus.

7. Department of Boating and Waterways:

a) Arranges for emergency small craft transportation services.

b) Conducts coastal and inland water reconnaissance, damage assessment, and search operations.

c) Provides communications.

8. California Conservation Corps:

a) Helps with rescue operations.

b) Moves injured persons in conjunction with rescue operations.

9. California Highway Patrol:

a) Conducts highway routing and provides information and traffic control.

10. California Maritime Academy:

a) Helps the Department of Boating and Waterways by providing small boats.

b) Assists with marine damage assessment.

11. Department of Transportation:

a) Helps the California Highway Patrol and local agencies with hazardous material exposure and contamination control.

12. Department of Industrial Relations, Division of Industrial Safety:

a) Assigns personnel to the Office of Emergency Services to process and analyze radiological information.

13. Department of Health Services:

a) The Radiological Health Branch will identify and control any contaminated food and water.

E. Federal

1. Department of Agriculture (U.S. Forest Service):

a) Provides fire protection within the National Forest System and, under existing agreements, provides assistance to state and local fire suppression agencies upon request.

b) If available, provides search and rescue and fire fighting apparatus on lands administered by the U.S. Forest Service and may assist in operation in adjacent jurisdictions.

2. Department of the Interior (National Park Service and Bureau of Land Management):

a) The National Park Service may provide fire protection and certain services in the National Park System while the Bureau of Land Management may provide for fire protection on federal reservations.

b) If available, provides search and rescue and fire fighting apparatus on lands and waters administered by the Department and may assist

Fire & Rescue Annex

in operations in adjacent jurisdictions.

3. Department of Defense:

- a) If help is needed urgently, military commanders have the authority to commit military resources without awaiting instructions from higher authority. Such support might include fire fighting, vehicles, equipment, supplies, personnel, aircraft and crews, and other related manpower and material that will not interfere with military missions.
- b) After a Presidential Declaration of an Emergency or Major Disaster under the provisions of Public Law 93-288, the Federal search and rescue response will be under the leadership of the Defense Department.
- c) The Army will be the Defense Department lead agency. The Corps of Engineers provides personnel and equipment to assist in search and rescue operations, particularly those involved with buildings and facilities and with the evacuation of survivors.
- d) The Air Force will coordinate inland search and rescue.
- e) The Coast Guard will coordinate Maritime search and rescue.
- f) If there is military transportation accident that might include weapons or military secrets, the nearest military base will dispatch security forces to cordon off the area and declare it a National Defense Zone. This zone will then be under the control of the federal government until the sensitive material is removed.

4. Department of Transportation:

- a) Provides available search and rescue personnel and facilities.
- b) The Federal Aviation Administration has air traffic control and flight service facilities available to assist in search and rescue operations.

5. Federal Emergency Management Agency:

- a) Coordinates the federal response system following a Presidential Declaration.

F. Supporting organizations

1. Associated General Contractors:

- a) They have produced "Plan Bulldozer"-a plan for the sharing of private heavy rescue equipment.

2. Civil Air Patrol:

- a) Helps with aerial searches.

3. Ham Radio Operators (ARES/RACES)

- a) Provide backup communications, and provide radio data transmission.

4. Other fire districts and volunteer departments:

- a) Provide equipment and personnel for fire fighting.

V. POLICIES AND PROCEDURES

A. Mutual Aid

Requests for resources during emergencies ascend as follows:

1. City
2. County (Operational Area)
3. Mutual Aid Region
4. State
5. Federal

Fire & Rescue Annex

When requesting resources, include:

- Why you need the resources.
- What number and type of resources you need.
- When you need them.
- Where the resources are to be dispatched.
- Who the resources should report to.

Use established channels to get and coordinate mutual aid resources.

When you no longer need a mutual aid resource, return it to the Operational Area or Regional Mobilization Center.

- B. Fire departments should ask law enforcement agencies to help them with rescues outside normal fire service light rescues.
- C. Fire and rescue personnel will help with evacuations and warnings as needed.
- D. Organize a fire watch for shelters. Conduct fire inspections and training at shelters as needed.
- E. Due to different radio frequencies, give incoming mutual aid forces portable radios that use local frequencies.
- F. Honor mutual aid agreements whenever possible.
- G. Direct supervision of rescue team members will be the responsibility of the team leader designated by the providing organization.

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to specific Fire and Rescue checklists for earthquakes, hazardous materials and floods.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Keep training (including heavy rescue training) current.
- ☐ ☐ Provide for prevention of flat tires during emergency response in debris-strewn areas.

During an Emergency - warning phase

- ☐ ☐ Place available public and private search and rescue resources on standby.
- ☐ ☐ Work with Law Enforcement to warn and evacuate the public.
- ☐ ☐ Relocate fire equipment to a safe area.
- ☐ ☐ Establish communications links with law enforcement to warn and evacuate the public.
- ☐ ☐ Assist in evacuating nonambulatory persons.
- ☐ ☐ Coordinate with facility operators to prevent any hazardous materials release.
- ☐ ☐ Determine personnel requirements.
- ☐ ☐ Recruit additional personnel as needed.
- ☐ ☐ Establish resource assembly points/staging areas.
- ☐ ☐ Coordinate with Logistics for emergency generators and other needed items.

During an Emergency - impact phase

- ☐ ☐ Place appropriate personnel in the Emergency Operations Center if activated.
- ☐ ☐ Identify yourself by putting on the name tag with your title and sign in on the organizational chart in the EOC.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Help with initial triage of injured persons.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Help with initial triage of injured persons.
- ☐ ☐ Help with evacuation.
- ☐ ☐ Help Police with perimeter and traffic control.
- ☐ ☐ Help alert and notify the public.
- ☐ ☐ Check with field personnel to determine existing or potential rescue requirements.
- ☐ ☐ Ensure that adequate resources are on scene.
- ☐ ☐ Tag injured and deceased as required.
- ☐ ☐ Report conditions, needs, observations, resource status, and progress to Operations Chief.
- ☐ ☐ Order evacuation of any family or area if necessary.
- ☐ ☐ Mark premises which have been searched.
- ☐ ☐ Determine condition of critical facilities (such as schools, public assembly buildings, high rise buildings, etc.) where life safety is a primary concern.
- ☐ ☐ Determine condition of predesignated locations where hazardous chemicals, flammable substances, and explosives are stored, or used.
- ☐ ☐ Check communications to ensure dispatching and reporting system is operating.
- ☐ ☐ Dispatch units to provide alternate communications links if necessary.
- ☐ ☐ Determine if the firefighting water system is working.
- ☐ ☐ Extinguish fires when possible.
- ☐ ☐ Keep other emergency forces informed of areas threatened by fire.
- ☐ ☐ Work with Public Works to clear debris from roads.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Check with Planning for a weather forecast.
- ☐ ☐ Organize rescue teams.
- ☐ ☐ Organize and direct rescue of trapped persons.
- ☐ ☐ Protect or save lives; protect property if practical.
- ☐ ☐ Work with Supply to obtain needed tools, equipment, fuel, food, clothing, and personal items.
- ☐ ☐ Work with Personnel to ensure that relief crews and mechanics are provided as necessary.
- ☐ ☐ Keep Planning updated.
- ☐ ☐ Coordinate with Police to keep the public as far from the scene as reasonably possible.
- ☐ ☐ Call for equipment as needed for debris clearance and heavy duty rescue operations.
- ☐ ☐ Work with Care & Shelter regarding shelter locations.
- ☐ ☐ Work with Police to establish access controls to damaged areas.
- ☐ ☐ Help people get to safe areas.
- ☐ ☐ Assign mutual aid resources arriving from other jurisdictions.
- ☐ ☐ Coordinate with Medical on the care of the injured.
- ☐ ☐ Coordinate with the Police/Coroner on the collection of bodies.
- ☐ ☐ Request heavy rescue mutual aid assistance as needed and available.
- ☐ ☐ Request assistance from the Area Coordinator, County Office of Emergency Services, as required.
- ☐ ☐ Ensure that fire companies are released from the scene as soon as possible.
- ☐ ☐ Ensure an orderly de-escalation of the emergency after the situation is controlled.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- ☐ Assemble all records for transmittal to appropriate Finance or Planning Chiefs.
- ☐ Determine response deficiencies.
- ☐ Make sure first responders under your authority participate in a debriefing and counseling before going home.
- ☐ Re-check this checklist.
- ☐ Make suggestions for corrections or changes to the Fire and Rescue Annex.

Completed by _____
Date ___/___/___ Operational Period ___ - ___

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Fire & Rescue "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐☐ Move all emergency equipment to open areas to prevent damage in the event of aftershocks.
- ☐☐ Check to make sure there is minimal risk of aftershocks before moving equipment back inside.
- ☐☐ Coordinate with Public Works for evaluation of structural damage to vital facilities.
- ☐☐ Ensure that rescue operations of trapped people is underway.

Completed by _____
Date __/__/__ Operational Period ____ - ____

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

NOTE: Use this checklist as a supplement to the basic Fire & Rescue "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ Mobilize Napa Interagency Hazardous Incident Team as needed.
- ☐ Secure services of the designated governmental or private hazardous materials cleanup agency.
- ☐ Identify responsible party.
- ☐ Make sure that responding units do not drive through hazardous material.
- ☐ Make sure that operations are conducted from an upwind position, if incident involves fire or toxic cloud.
- ☐ Identify spilled or leaked substance. This would include locating shipping papers and placards and contacting, as required:
 - Shipper Phone # _____
 - Manufacturer phone # _____
 - Caltrans phone # _____
 - County Health Department phone # _____
 - Local chemical cleanup company phone # _____
 - CHEMTREC phone # _____
- ☐ Make sure that those working in hazardous areas have adequate protective clothing and breathing apparatus.
- ☐ Re-evaluate perimeters as the hazardous material is identified and/or environmental conditions change.
- ☐ Help medical personnel isolate and remove contaminated or injured persons from the scene.
- ☐ Take action to contain and/or prevent the spread of the material.
- ☐ Identify radiological situations.
- ☐ Make sure notifications to the State Office of Emergency Services have been made in regards to the incident. This is especially important if the incident might involve military weapons.
- ☐ Avoid attempts to neutralize large volumes of chemical spills (except for contaminated personnel.)

Fire & Rescue Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Avoid diluting or washing away spills.
- ☐ ☐ Identify the clean up crew.
- ☐ ☐ Order clean up.

Completed by _____
Date ____/____/____ Operational Period ____-____

Medical

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I. INTRODUCTION

An effective medical response, especially during the first hours of an emergency, may save more lives than any other emergency response function. This annex describes the responsibilities and operations of the medical function. It describes the basic concepts, policies and procedures for providing disaster medical care to persons during major natural disasters or technological incidents.

This annex applies primarily to major area-wide disasters creating sufficient casualties to overwhelm local disaster medical response capabilities. Medical response to single site emergencies, such as transportation accidents involving major casualties, is covered by local procedures and the Napa County Multi-Casualty Incident Plan.

The Medical Annex and response is the responsibility of the Fire Department and the Fire/Rescue Deputy Operations Chief.

II. OBJECTIVES

- A. Minimize loss of life, disability and human suffering by ensuring timely and coordinated medical assistance or evacuation.
- B. Coordinate medical facilities, personnel, supplies, communications, and other medical resources.
- C. Provide information required for effective response to and recovery from a major disaster.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, and checklists that will guide the disposition of public and private medical resources in an emergency. Plans and procedures should provide for coordination and communication with other agencies and individuals that

normally operate independently. Prepare and maintain resource lists.

If a situation such as approaching storm warrants an increase in readiness, review and update documents, check medical facilities and supplies, and alert resource suppliers and emergency medical personnel.

B. During the emergency

1. Warning phase

This phase could begin upon the receipt of a warning such as the forecast of a flood. During the warning phase, mobilize staff and use the medical checklists to guide your actions.

2. Impact phase

Mobilize staff and provide medical care according to the above priorities. Use the medical checklists to guide your actions.

As you take action to protect life and property in the event the emergency occurs, continue to provide patient care and respond to day to day medical emergencies.

C. After (Recovery)

Continue to provide essential medical care services and assist in recovery operations and restoring the City's medical care delivery capacity. Later, when time allows, review your actions and update this Emergency Plan as needed.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

The management of City disaster/medical operations is the responsibility of the Fire Department. City disaster medical care operations should be centered around the

concept of local first aid stations being established in fire stations and community centers, and providing emergency medical support and assistance to hospitals in caring for disaster victims during and after an emergency.

1. Medical is responsible for:

- a) Coordinating resources required to support disaster medical care operations.
- b) Coordinating the non-emergency transportation of casualties and medical resources to first aid stations, shelters, and other designated areas as required.
- c) Coordinating the relocation of patients from damaged or untenable health care facilities.
- d) Maintaining liaison with the Napa Chapter of the American Red Cross and other volunteer services agencies within the jurisdiction of the City.
- e) Maintaining liaison with other city emergency functions.
- f) Communicating with the Operational Area Disaster Medical Coordinator on matters requiring assistance from other jurisdictions, state or federal governments.
- g) Developing and maintaining a capability for identifying medical resources, auxiliary transportation, and communication services within the city.

2. Disaster medical response will be supported by the following organizations:

- a) American Red Cross: Under its charter, the Red Cross provides supplementary medical and nursing care in Red Cross shelters and other health services upon request and within limited capabilities.

- b) Other organizations, listed below under "Supporting organizations in the County" will also support cities and :

Provide first aid, and pre-emergency disaster medical care training.

Provide, in coordination with county health officials, manpower to establish and staff emergency first aid stations.

Provide first aid treatment, litter bearers, and other medical assistance, including, but not limited to, transportation and essential supplies according to local plans and under local direction.

Provide for feeding of responding medical personnel.

B. County (Operational Area)

1. The Emergency Medical Services Coordinator coordinates the countywide disaster emergency care program. The County EMS Coordinator will:

- a) Maintain the status of all hospitals located in the County.
- b) Respond to requests for re-supply of first aid stations, medical transportation to hospitals or Casualty Collection Points and other resources as available.
- c) Coordinate hospital services within the County.
- d) Coordinate with the disaster Resources function for the procurement and allocation of critical public and private resources required to support disaster medical care operations.
- e) Communicate with the Regional Disaster Medical/Health

Medical Annex

Coordinator on matters requiring assistance from other counties, state or federal governments.

- f) When requested, provide a liaison to city emergency staff to provide assistance in needs assessment and coordination with the Operational Area Public Health Coordinator.
2. Supporting organizations in the County.
 - a) Office of Coroner/Medical Examiner: Care of deceased persons.
 - b) Animal Control: Care and custody of small and large animals.
 - c) Salvation Army, First aid and medical transportation.
 - d) American Red Cross: First aid, medical supplies, blood services.
 - e) Local Hospitals: Care of injured, medical supplies and personnel.
 - f) Ambulance Service Companies: Care and transportation of injured.
 - g) Skilled Nursing Facilities: Care of injured.

C. State Mutual Aid Region

If city or county medical resources are unable to meet the medical needs of disaster victims, the Operational Area Coordinator may request assistance from neighboring jurisdictions through the Regional Disaster Medical/Health Coordinator or Office of Emergency Services Regional Office.

The Regional Disaster Medical/Health Coordinator will coordinate the provision of medical resources to the affected areas as conditions permit. If a state response is needed, the functions of the affected region's Regional Disaster Medical/Health

Coordinator will be part of the overall state medical response.

The Regional Disaster Medical/Health Coordinator will:

1. Coordinate the acquisition and allocation of public and private resources required to support medical operations in affected areas. This includes coordinating intercounty hospital services.
2. Coordinate the transfer of casualties to unaffected counties in the Region.
3. Request assistance from the State Emergency Medical Services Authority and/or State Department of Health Services as needed.

D. State

The following state agencies will be responsible for providing the disaster medical care services:

1. Emergency Medical Services Authority

The Director (State Disaster Medical Coordinator) will, in coordination with the State Department of Health Services and the Office of Emergency Services:

- a) Coordinate state emergency medical response.
- b) Allocate medical resources, public and private, from outside the affected area.
- c) Authorize emergency travel and related expenditures and allied personnel, both public and private.
- d) Respond to requests for emergency medical assistance from Regional Disaster/ Medical/ Health Coordinators and/or County Health Officers.
- e) Coordinate the evacuation of injured persons to medical facilities

- statewide using all available ground and air transportation resources.
- f) Help local government develop disaster response plans.
 - g) Help local government restore essential emergency medical services.

2. Department of Health Services

- a) Provides staff support to the Emergency Medical Services Authority in disasters resulting in mass casualties.
- b) Provides staff support to the Joint Medical/Health Emergency Operations Center in Sacramento including: medical personnel unit; patient deployment unit; facilities liaison unit; and medical supplies unit.
- c) Assists County Health Official in arranging special medical care and service for persons exposed to radiation.
- d) Coordinates emergency medical health and sanitation to mitigate the effects of radiation.
- e) Provides assessment of the effects of fallout on medical health and welfare facilities.
- f) Staffs various administrative functions including: record keeping, finance, transportation liaison, communications, and medical personnel.

3. Military Department

Provides, as directed by the Governor at the request of Office of emergency Services:

- a) Medical support for the emergency field treatment of casualties.

- b) Evacuation of casualties to appropriate disaster medical facilities as required.

- c) Emergency medical care and treatment.

- d) Communication and logistics support for medical response.

4. Other State Agencies:

- Department of Finance
- Department of Forestry
- Department of General Services
- Department of Youth Authority
- Department of Conservation Corps
- Department of Social Services

E. Federal

Federal agencies operating under their own statutory authority may help directly. However, following a Presidential Declaration, the Federal Emergency Management Agency will coordinate the federal response system supporting emergency medical needs resulting from disasters. The Federal Emergency Management Agency will be supported by the Sixth U.S. Army Headquarters, the Department of Health And Human Services, and Department of Defense.

As state shortfalls occur, federal agencies will make their resources available to support state and local medical response efforts.

V. POLICIES AND PROCEDURES

A. Reconnaissance and Information

The flow of information should be as follows:

1. City
2. County (Operational Area)
3. Regional Disaster Medical/Health Coordinator
4. Emergency Medical Authority at the State Operations Center

You will need the following information to manage disaster medical operations:

- The number, by triage category, and location of casualties.
- The location and helicopter accessibility of Casualty Collection Points.
- Land route information to determine which Casualty Collection Points may be evacuated by ground transportation.
- The resource needs of affected areas.
- Location, capabilities, and patient evacuation needs of operational medical facilities in and around the affected area.

B. Transportation of casualties

The transportation of the injured within the affected area will be the responsibility of the Medical Coordinator. Treat and transport casualties in accordance with procedures in the Napa County Multi-Casualty Incident Plan.

Treat casualties at local facilities if possible; transport medical personnel and supplies to the affected area. If local facilities are full or damaged, move patients to suitable facilities elsewhere.

Ambulances will be in great demand. If there are not enough ambulances, use buses, trucks, and cars for the less seriously injured. Use mutual aid channels to request more ambulances.

C. Disaster triage procedures

Disaster triage procedures are in the Napa County Multi-Casualty Incident Plan.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Medical checklists for earthquakes, hazardous materials incidents, and floods.

Before an Emergency

- ☐ ☐ Make sure you and your staff understand disaster emergency medical procedures.
- ☐ ☐ Make sure you and your staff understand County, State and Federal disaster medical plans and procedures.
- ☐ ☐ Identify sources of disaster medical supplies.
- ☐ ☐ Identify communications links between paramedic units, hospitals, the Emergency Operations Center, and the County Office of Emergency Services.

During an Emergency - warning phase

- ☐ ☐ If there is time, review and update plans and resource information.
- ☐ ☐ Review status of the hospital, clinics, medical personnel, and other operating elements.
- ☐ ☐ Review planned assignment of medical personnel.
- ☐ ☐ Prepare to disseminate medical self help information to the general public. (Coordinate with the Public Information Officer)
- ☐ ☐ Alert ambulance companies for the possible need of their resources for medical transportation.
- ☐ ☐ Advise Napa Central Dispatch of additional available ambulance resources.

During an Emergency - impact phase

- ☐ ☐ Identify yourself by putting on the name tag with your title and sign in on the organizational chart in the EOC.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Determine capacity and status of the hospitals, request hospitals to activate Disaster Plans.

Medical Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ If requested, direct the establishment of a Casualty Collection Point and set up field care, including triage.
- ☐ ☐ Activate the Multiple Casualty Incident Plan if appropriate.
- ☐ ☐ Ensure that adequate medical resources have been dispatched to scene.
- ☐ ☐ Identify sources of medical supplies.
- ☐ ☐ Transport nonambulatory injured to Casualty Collection Points or medical care facilities.
- ☐ ☐ Periodically, poll the hospitals and clinics to determine patient census, patient evacuation plans, capacity and capabilities.
- ☐ ☐ Locate and coordinate supplemental field medical care and triage personnel, near or in affected areas.
- ☐ ☐ Inform Public Information Officer of current information for dissemination to the Public.
- ☐ ☐ Determine medical transportation needs and capabilities; relay information to County EOC.
- ☐ ☐ If necessary, request assistance from Area Disaster Medical/Health Coordinator.

After an Emergency

- ☐ ☐ Assemble all records for transmittal to Finance and Planning Chiefs.
- ☐ ☐ Determine response deficiencies.
- ☐ ☐ Re-check this checklist.
- ☐ ☐ Make sure first responders under your authority participate in a debriefing and/or counseling before going home.
- ☐ ☐ Make suggestions for corrections or changes to the Medical Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Medical "checklist for all disasters."

- ☐ ☐ Determine condition and capacity of the hospital and clinics.
- ☐ ☐ Check with Planning regarding road conditions and alternate routes.
- ☐ ☐ Determine the condition of communication systems.
- ☐ ☐ Coordinate distribution of specialized medical supplies from supply points.
- ☐ ☐ Inform the Public Information Officer of current status and other information for public dissemination.

Completed by _____
Date __/__/__ Operational Period ____ - ____

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Medical "checklist for all disasters."

- ☐ ☐ Alert the hospital of the nature of the hazardous/toxic materials and to prepare for contaminated patients.
- ☐ ☐ Locate specialized medical supplies.
- ☐ ☐ Coordinate distribution of specialized medical supplies from supply points.
- ☐ ☐ Inform the Public Information Officer of current status and other information for public dissemination.

Completed by _____
Date __/__/__ Operational Period ____-____

Medical Annex

CHECKLIST FOR FLOODS and DAM FAILURES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Medical "checklist for all disasters."

- ☐ ☐ Alert ambulance services to move from flood prone areas and contact County Communications when in a new location.
- ☐ ☐ Coordinate evacuation of flood prone acute care health facilities.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Police

Police Annex

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I. INTRODUCTION

During a disaster, instincts for protecting home and family are very strong. But the area may be dangerous, and people may have to leave home or stay away against their will.

Law enforcement personnel must guide people toward those difficult actions which, although in their own best interests, are very hard to take. Law Enforcement personnel must then take over the tasks of protecting life and property that the general public is no longer equipped to perform.

This annex covers evacuation, the maintenance of law and order, and the preservation of life and property during natural disasters, civil unrest or technological incidents. Deputy Operations Chief for Police is filled by a Patrol Commander or designate.

II. OBJECTIVES

- A. Enforce laws and control crowds.
- B. Coordinate evacuations.
- C. Control evacuation traffic.
- D. Help alert and notify the public.
- E. Control access to areas closed to the public (but provide for access by emergency responders.)
- F. Protect critical facilities and supplies.
- G. Provide information (such as bridge failures and casualty estimates) as needed.
- H. Help establish staging areas for incoming resources.
- I. Help the Coroner identify the dead and protect personnel effects of victims.
- J. Support search and rescue operations.

II. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, and checklists that will guide you in an emergency. Prepare and maintain resource lists. Conduct exercises to improve the coordination of your staff.

Evacuation plans should include information about population size, special facilities, transportation resources, and persons requiring transportation assistance.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood.

In addition to continuing law enforcement activities, assist with medical emergencies and rescue situations. Evacuate persons from threatened areas.

Close areas and control as needed. Use the law enforcement checklist to guide your actions.

2. Impact phase

Your activities may include giving warnings, evacuating areas and helping with rescues. Establishing pass and entry controls.

Special procedures may be required to limit exposure if the area has been contaminated.

As the emergency continues, provide security for dangerous areas.

Use the law enforcement checklists to guide your actions.

C. After (Recovery)

After the initial shock of the disaster has passed, the mind of a criminal turns once again to crime. Since a damaged and evacuated area provides opportunities for looting, law enforcement priorities during the recovery phase will shift from evacuation to protection.

Continue traffic and access controls as needed to allow evacuees to orderly and safely return to their property or residence as conditions permit.

Later, when time allows, review your actions and update this Emergency Plan as needed.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

The Law Enforcement Unit under the Operations Section will be responsible for:

1. Enforcing laws and controlling traffic in the city.
2. Directing evacuation areas.
3. Securing evacuated areas.
4. Determining the need for help and submitting to the Operational Area Law Enforcement Coordinator.

B. County (Operational Area)

The next higher level of mutual aid responsibility is the county and its political subdivisions. The Napa County Sheriff is the Operational Area Law Enforcement Coordinator.

1. The Area Coordinator helps the city police departments and in turn receives assistance from the Mutual Aid Region and the California Highway Patrol. The Sheriff is

directly responsible for all unincorporated areas.

2. The County Coroner/Medical Examiner has statutory responsibility and authority; under the State Health and Safety Code, for identifying dead persons and human tissue; determining and recording the cause, circumstance and manner of death; and disposing of unclaimed and/or indignant deceased persons. However, a disaster may so overwhelm the Coroner that police, fire, and medical personnel will have to assist with coroner type services.

3. Animal Control will handle referrals regarding injured and dangerous animals.

4. Department of Corrections will handle evacuation of prisoners.

C. Mutual Aid Region

Each Office of Emergency Services Mutual Aid Region has a Regional Law Enforcement Coordinator who is elected by the Sheriffs within the region. The Regional Law Enforcement Coordinator coordinates resources from the state.

During a large scale evacuation, a member of the California Highway Patrol will function as the Mutual Aid Region Movement Coordinator and will coordinate traffic control operations on a region wide basis.

The Mutual Aid Region Transportation Coordinator (from CalTrans) will also help with regional evacuations.

D. State

During a major evacuation, the State Movement Operations Group will be formed. This Group will be chaired by the State Office of Emergency Services and will include a Traffic Control Coordinator (California Highway Patrol representative) and Transportation Coordinator (CalTrans representative.)

State agencies which may be involved in a major effort are as follows:

1. Office of Emergency Services:

Supplies state resources to local jurisdictions during an emergency.

The State Law Enforcement Coordinator (a member of the Office of Emergency Services Staff), has the responsibility for law enforcement mutual aid coordination at the state level.

2. California Highway Patrol:

- a) Helps with evacuation.
- b) Helps establish evacuation routes.
- c) Controls traffic on state freeways and highways within unincorporated areas of the state.
- d) Helps local jurisdictions restore and maintain law and order.
- e) The Area Commander may commit half of the Area's on-duty forces. Highway Patrol Officers remain under the command and control of their department, but they may help local authorities.

3. Military Department:

- a) Helps with evacuation.
- b) Helps control access to restricted or evacuated areas.
- c) State Military Forces in support of local law enforcement will help local authorities, but will remain under military command. (Section 365 of the Military and Veteran's Code)

4. Department of Justice:

- a) Provides intelligence and support information.
- b) Provides communications assistance through the California Law Enforcement Telecommunications System.
- c) May also furnish law enforcement personnel.
- d) Analyzes nuclear terrorist threats.
- e) Works with the Federal Bureau of Investigations and the Department of Energy (Nuclear Emergency Search Team) to locate terrorists and potential weapons.

5. Department of Alcoholic Beverage Control:

- a) Provides vehicles and peace officers.

6. Department of Corrections:

- a) Provides peace officers.

7. Department of Forestry:

- a) Provides peace officers.

8. Department of Fish and Game:

- a) Provides peace officers.

9. Department of Transportation (CalTrans):

- a) Helps the Highway Patrol evacuate persons and control traffic.
- b) Stockpiles and pre-positions barricades at designated location on state roads.
- c) Supports local public works agencies.

Police Annex

- d) Staffs roadblocks as requested by California Highway Patrol.

10. Public Utilities Commission:

- a) Provides listings of commercial and private vehicles that could be used for evacuation.

E. Federal

1. Department of Defense:

The Army may provide defense equipment in support of state and local law enforcement operations; and, when ordered by the President, may provide military personnel and offensive weapons.

Federal troops can only help with law enforcement when:

- the State has committed all of its available forces, including State Military Forces -and-
- they still cannot control the emergency -and-
- the Governor asks the President.

2. Department of the Treasury:

- a) Provides available peace officers.

3. Department of Justice (U.S. Marshal's Service):

- a) Helps federal agencies enforce laws on federal land.

4. Department of Transportation:

- a) Helps with transportation.

5. Federal Aviation Administration:

- a) Helps with communication and with coordinating of search and rescue operations.

6. Interstate Commerce Commission:

- a) Helps with transportation.

7. Forest Service, Bureau of Land Management, and National Park Service:

- a) Evacuates persons from and controls access to federal land.

V. POLICIES AND PROCEDURES

- A. The Sheriff and Police Departments will coordinate their efforts.

- B. Use auxiliary personnel for low risk duties, such as security and traffic control.

- C. Due to different radio frequencies, if possible, give incoming mutual aid forces portable radios that use local frequencies.

- D. Request mutual aid from the Mutual Aid Region. Requests should include, as applicable:

- Number of personnel needed.
- Type and amount of equipment.
- Reporting time and location.
- Authority to whom they are to report.
- Access routes.
- Estimated duration of operations.

- E. All law enforcement mutual aid support will, to the maximum extent possible, be provided in accordance with the California Law Enforcement Mutual Aid Plan.

VI. ACCESS CONTROL

To protect the public and maintain law and order, you may have to control access to evacuated areas. Areas may need to remain closed for several weeks.

- A. Punishment for entering a closed area

Any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area, after receiving notice to evacuate or leave, shall be guilty of a

misdemeanor. (Penal Code Section 409.5-Authority of Peace Officers to Close Areas in Emergencies)

B. Media access

Nothing in Penal Code Section 409.5 prevents a reporter from entering a closed area. See the Public Information Annex for the full text of the law and for suggestions on how to handle persistent reporters.

C. Keep a record of all persons and cars that enter the closed area.

D. Tell people entering the closed area what to do to protect themselves from hazards.

VII. EVACUATION

A. Small evacuations

These can be handled by on-scene public safety personnel.

B. Larger evacuations

Set up traffic and access control points, evacuation routes and evacuation assembly points. Select shelters accordingly.

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to specific Police checklists for earthquakes, hazardous materials, floods, and fires.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Estimate emergency staffing levels.
- ☐ ☐ Provide for prevention of flat tires during emergency response in debris-strewn areas.
- ☐ ☐ Develop access control policies, procedures and forms.

During an Emergency - warning phase

- ☐ ☐ Dispatch appropriate Police representative to the Emergency Operations Center if activated.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain an Activity Log.

Mobilize resources:

- ☐ ☐ Alert personnel.
- ☐ ☐ Recall off-duty personnel.
- ☐ ☐ Deputize additional personnel as required.
- ☐ ☐ Protect facilities that will be used during evacuation.
- ☐ ☐ Place tow trucks on standby to assist disabled cars on evacuation routes.
- ☐ ☐ Prepare personnel assignments.
- ☐ ☐ Test equipment, including warning systems.
- ☐ ☐ Tell alerting units that when they deliver the evacuation message, they should stop and deliver the whole message over the loudspeaker before proceeding.
- ☐ ☐ Alert local jurisdictions and State agencies prior to public announcement of evacuation.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Plan for evacuation

- ☐ ☐ Set the boundaries of the evacuation area.
- ☐ ☐ Estimate the number of people in the evacuation area.
- ☐ ☐ Estimate number of persons needing transportation.
- ☐ ☐ Select the best evacuation routes.
- ☐ ☐ Survey status of major evacuation routes; identify alternate routes where necessary.
- ☐ ☐ Establish traffic control points.
- ☐ ☐ Establish evacuation assembly points.
- ☐ ☐ Prepare to provide traffic control and security for shelters and other essential facilities.
- ☐ ☐ Warn special facilities of the possibility of evacuation. (Find out if they need transportation; if so, for how many?)
 - ☐ hospitals
 - ☐ jails
 - ☐ institutions for the disabled
 - ☐ Nursing homes

- ☐ ☐ Prepare to establish a temporary jail if needed.
- ☐ ☐ Prepare to relocate personnel and equipment from stations in hazard areas.
- ☐ ☐ Prepare to receive evacuees (work with the Care and Shelter Unit.)

Begin Evacuation

- ☐ ☐ Dispatch units to public assembly points.
- ☐ ☐ Control traffic, especially on designated evacuation routes.
- ☐ ☐ Request regular updates on road conditions and change evacuation routes if necessary.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Coordinate with other agencies.
- ☐ ☐ Monitor traffic flow on evacuation routes.
- ☐ ☐ Maintain communications with traffic control personnel.
- ☐ ☐ Dispatch units to warn people in areas to be evacuated.
- ☐ ☐ Tell the public where to go to obtain transportation.
- ☐ ☐ Provide a telephone number for elderly and disabled persons who need help.
- ☐ ☐ Encourage evacuees to stay with friends or relatives.
- ☐ ☐ Search evacuated areas to make sure that all people have received warnings.
- ☐ ☐ Coordinate with Public Works to obtain barricades and signs.
- ☐ ☐ Ask Public Information Officer to have radio and TV stations broadcast evacuation instructions.
- ☐ ☐ If you change an evacuation route, tell the Public Information Officer and the Transportation Unit, Shelter Unit and traffic control personnel.
- ☐ ☐ Monitor the status of warning and evacuation process.
- ☐ ☐ Help evacuate institutionalized persons, the disabled and the elderly, as necessary.
- ☐ ☐ Dispatch buses to designated pickup routes and assembly points.
- ☐ ☐ Move prisoners to nearby jails.
- ☐ ☐ Provide crowd control to assembly points.
- ☐ ☐ Establish security patrols and access control procedures.
- ☐ ☐ Dispatch units to access control points.
- ☐ ☐ Control access to vacated areas when feasible.
- ☐ ☐ Shift patrol areas to increase security for potential high crime areas and essential facilities.

CHECKLISTS FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Provide security to protect people remaining in area.

During an Emergency - impact phase

- ☐ ☐ Protect personnel from potential hazards.
- ☐ ☐ Periodically patrol any unmanned barricades.
- ☐ ☐ Help with search and rescue operations.
- ☐ ☐ Assist fire units and heavy equipment operators in entering or leaving vacated area.
- ☐ ☐ Impose curfew, when directed.

After an Emergency

- ☐ ☐ Establish traffic and other controls to permit re-entry when safe.
- ☐ ☐ Ensure an orderly de-escalation and timely release of off-duty personnel.
- ☐ ☐ Assemble all records for transmittal to appropriate Finance officers.
- ☐ ☐ Request mutual aid assistance from the Operational Law Enforcement Coordinator, as required.
- ☐ ☐ Meet with other agencies to determine response deficiencies.
- ☐ ☐ Re-check this checklist.
- ☐ ☐ Make sure first responders under your authority participate in a debriefing before going home.
- ☐ ☐ Make sure first responders under your authority receive counseling if needed.

Completed by _____
Date ___/___/___ Operational Period ___ - ___

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Police "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Dispatch units to survey damage, particularly predesignated key facilities.
- ☐ ☐ Drive vehicles out from under cover to prevent damage from aftershocks.

IF LITTLE OR NO DAMAGE IS REPORTED PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS NEEDED:

- ☐ ☐ Provide alternate communications, if telephones or radios are unusable.
- ☐ ☐ Call in regular personnel, assign responsibilities according to plan.
- ☐ ☐ Provide public safety information to the Public Information Officer.
- ☐ ☐ Continue surveys for further damage and advise the Operations Section Chief of hazards observed.
- ☐ ☐ Impose curfew, as directed.
- ☐ ☐ Request mutual aid assistance from the Operational Area Law Enforcement Coordinator, as required.
- ☐ ☐ Make sure that searched buildings are adequately marked.
- ☐ ☐ Provide traffic control.
- ☐ ☐ Supervise and monitor patrol traffic and assign units as requires.

Completed by _____
Date ____/____/____ Operational Period ____-____

Police Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENT

NOTE: Use this checklist as a supplest to the basic Police "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Ensure that all personnel remain upwind or upstream of the incident site. Reposition personnel and equipment if conditions change.
- ☐ ☐ Check with Planning regarding wind direction and weather forecast.
- ☐ ☐ Provide representative to field unified command post.
- ☐ ☐ Assist Fire Department and Hazardous Materials Team with evacuations as outlined in the checklist for all disasters.

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR FLOODS and DAM FAILURES

NOTE: Use this checklist as a supplement to the basic Police checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Warning phase

- ☐ ☐ Check the Dam Inundation Maps to verify evacuation needs and transportation routes inundated.
- ☐ ☐ Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as safety permits.
- ☐ ☐ Arrange for emergency electrical power for law enforcement facilities.
- ☐ ☐ Alter patrol areas to accommodate flood conditions.

Impact phase

- ☐ ☐ Notify all units in and near inundated area of projected flood/wave arrival time.
- ☐ ☐ Survey extent and severity of damage.
- ☐ ☐ Coordinate with Public Works for debris clearance and heavy rescue operations.
- ☐ ☐ Provide alternate mobile communications, if necessary.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Police Annex

CHECKLIST FOR FIRES

NOTE: Use this checklist as a supplement to the basic Police "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Provide representative to field Unified Command Post.
- ☐ ☐ Request projected containment, control and extinguishment from fire representative.
- ☐ ☐ Determine projected completion time of rescue operations if not part of a fire event.
- ☐ ☐ Ensure that adequate resources are on the scene.
- ☐ ☐ Ensure call-back of sufficient off-duty officers is initiated if needed.
- ☐ ☐ Determine if mutual aid from within County is needed and available.
- ☐ ☐ Provide information to the Public Information Officer as appropriate.
- ☐ ☐ Request assistance from amateur radio operators as needed.
- ☐ ☐ Ensure that relief crews are provided as needed.

Completed by _____
Date __/__/__ Operational Period ____-____

Public Works

Public Works Annex

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I. INTRODUCTION

The Public Works Section of the emergency response has the critical task of repairing and restoring essential structures. This is not an easy task, especially since conditions during the disaster make work especially difficult.

This annex will guide the Public Works response from preparedness activities such as compiling resources through the recovery activities of debris clearing and rebuilding. Deputy Operations Chief for Public Works is filled by the Public Works Director or Designate.

II. OBJECTIVES

- A. Assess the usability/safety of structures after the event (With Site Safety/Damage Assessment Groups).
- B. Repair essential roads, bridges, overpasses and tunnels.
- C. Clear debris and open roads.
- D. Support damage assessment activities.
- E. Fight floods and mudslides.
- F. Build or improve shelters.

III. PHASES OF THE EMERGENCY

Depending on the nature of the disaster, activities may be in full swing before, during and long after the event. Use the checklist to guide your response actions.

A. Before

During this phase, prepare plans, procedures and checklists that will guide the disposition of public and private resources in an emergency. Plans and procedures should provide for coordination and communication with government agencies and private sector construction and engineering firms.

Prepare and maintain resource lists.

Identify facilities (such as debris disposal sites) and structures required to support emergency operations, and prioritize post-event inspection.

If a situation such as an approaching storm warrants an increase in readiness, review and update documents, check facilities, supplies and equipment and alert resource suppliers and emergency personnel.

B. During

1. Warning Phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, mobilize staff and prepare to compile resources.

2. Impact Phase

Survey structures for safety/usability, open roads, restore essential services, assess damage and clear debris.

C. After (Recovery)

Restore roads, bridges and essential services and work on long-term reconstruction. This phase could stretch into several months or even years.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. The City of Napa Public Works will perform the following functions:

- 1. Oversee inspections and clear debris.
- 2. Provide public information about unsafe structures and road closures.
- 3. Maintain water facilities and distribution.
- 4. Maintain telephone systems within City Government buildings.

Public Works Annex

5. Coordinate with the County (Operational Area) regarding resources and information.

B. County (Operational Area)

1. Coordinate countywide construction and engineering operations.
2. Coordinate resources required for debris clearance, route recovery and other engineering operations.
3. Provide inspectors for facilities and buildings.
4. Inspect roads and bridges.

C. Mutual Aid Region

The Mutual Aid Region Construction and Engineering Coordinator has responsibility for:

1. Coordinating construction and engineering operations within the region.
2. Giving information and requests for help to the State Construction and Engineering Coordinator.

D. State

1. The State Construction and Engineering Coordinator will coordinate statewide construction and engineering operations and requirements.
2. California Conservation Corps
 - a) Provides personnel and equipment to support emergency debris clearance.
 - b) Provide work crews for flood fighting and other related support.
3. California Highway Patrol
 - a) Assesses damage to streets and highways.

- b) Closes dangerous roads.

- c) Removes obstructing vehicles.

- d) Controls traffic into and around impacted areas.

- e) Helps CalTrans with route recovery priorities.

4. Department of General Services (Office of the State Architect) clears debris from State-owned buildings, sewers and water systems.

5. Department of Transportation (CalTrans)

- a) Assesses damage to State highways.

- b) Establishes route recovery

- c) Removes debris.

- d) Makes repairs and establishes detours to restore highway transportation on selected routes.

- e) Helps local agencies, as required.

- f) Helps the California Highway Patrol control traffic.

6. Department of Water Resources

- a) Provides flood protection, flood control, flood fighting services and related support.

- b) Removes debris from and continues to operate the State's flood control works and the State Water Project.

7. Military Department

- a) When directed by the Governor, provides assistance in emergency clearance of debris and rubble from roadways, bridges and other essential facilities.

8. Office of Emergency Services

- a) Coordinates debris clearance performed by State agencies.
- b) Provides guidance to local jurisdictions and State agencies in the preparation and submission of applications for Federal grants for emergency debris clearance.
- c) Receives, processes and forwards applications for Federal grants for cost of debris clearance.

E. Federal-U.S. Army Corps of Engineers

- 1. Helps with flood emergency preparation, flood fighting and rescue operations and flood control.
- 2. Helps with emergency debris clearance, demolition and emergency repair or replacement roads.

F. Supporting organizations (see resource list)

1. Pacific Gas and Electric Company

The City of Napa will rely on the emergency response efforts of PG&E for electrical and gas emergencies. PG&E will provide a representative to the County Emergency Operations Center.

2. Engineering Contractors Association

Could provide volunteers for damage assessment building inspectors. Types of engineers (civil, mechanical, electrical) and equipment may be obtained through Plan Bulldozer, a mutual aid plan.

3. Private Engineers

Provide facility and structural inspectors.

4. Utility Industries

The utility companies of California, in mutual support for each other and the State and local governments, have provided a representative to the State Office of Emergency Services to manage the Utilities Division. The division has developed the State of California Utilities Emergency Plans which provide for Electric, Gas and Water Coordinators, who are selected representatives of the various utility organizations, provide a channel for mutual aid and other support as required.

V. POLICIES AND PROCEDURES

A. Post-Event Inspection of Facilities and Structures

See the Damage Assessment Plan for Volunteer Engineers and the Damage Assessment Plan for California Building Officials (published and issued separately by the State Office of Emergency Services.)

Give top priority to inspecting structure that support emergency operations.

B. Emergency Debris Clearance

Individuals and private organizations who clear debris from their own private property cannot be reimbursed.

To apply for a Federal debris removal grant, see Section 3 (Recovery/Rehabilitation) of the California Emergency Plan and the State Disaster Assistance Procedural Manual.

C. Road priorities

1. A quick assessment of road damage and immediate access/egress needs.
2. Opening alternate routes.
3. Reopening essential roads.
4. Full recovery as soon as possible.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Public Works checklist for earthquakes and floods.

Before an Emergency

- ☐ Identify vulnerable facilities and road systems.
- ☐ Establish priorities for renovating or relocating vulnerable facilities.
- ☐ Identify sources of structural engineers and heavy equipment.
- ☐ Store a supply of "Dangerous-Keep Out" signs in English and Spanish.

During an Emergency - Warning Phase

- ☐ Place Public Works crews on standby.
- ☐ Place damage assessment teams on standby.
- ☐ Establish and test communications network.

During an Emergency - Impact Phase

- ☐ Report to the Emergency Operations Center, if activated.
- ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ Read this entire checklist.
- ☐ Obtain briefing from Operations Section Chief.
- ☐ Maintain a Unit Event Log.
- ☐ Dispatch units to survey for damage, fires, landslides and other effects.
- ☐ Determine heavy rescue needs (Consult with Fire/Rescue)
- ☐ Activate public, contractual and volunteer forces. (Engineering Contractors Association)
- ☐ Work with the Supply Coordinator to obtain and allocate material required to support emergency operations.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ Mobilize personnel, heavy equipment and vehicles at designated Multipurpose Staging Areas.
- ☐ Determine priorities for Public Works activities.
- ☐ Allocate personnel and equipment according to established priorities.
- ☐ Advise the Operations Chief regarding the evacuation of hazardous structures.
- ☐ Organize heavy equipment crews to help rescue trapped persons. (Fire/Rescue)
- ☐ Provide barricades for traffic and access controls.
- ☐ Cordon off areas around hazardous structures (Law Enforcement)
- ☐ Construct detours and alternate routes according to plans.
- ☐ Repair damage to essential routes.
- ☐ Identify debris storage locations.
- ☐ Begin debris clearance as situation permits.
- ☐ Get and coordinate vehicles for hauling of emergency water.
- ☐ Provide information to the Public Information Officer.
- ☐ Request help from the Mutual Aid Region Construction and Engineering Coordinator, if needed.
- ☐ Keep the Operations Section Chief informed about activities in the Public Works Section.

After an Emergency

- ☐ Repair damage.
- ☐ Clean up debris and restore neighborhoods to their original appearance as soon as possible.
- ☐ Invite citizen involvement if substantial changes or historic buildings are involved in rebuilding process.

Public Works Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Relocate facilities that proved to be in a bad location.
- ☐ ☐ Take other mitigation measures as needed.
- ☐ ☐ Document and photograph all aspects of your work.
- ☐ ☐ Assemble and check financial records; forward to finance.
- ☐ ☐ Make suggestions for corrections or changes to the Public Works Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the Public Works "Checklist for All Disasters."

- ☐ ☐ Dispatch team to check dams.
- ☐ ☐ Check key facilities, public works yards and other facilities to determine the extent of damage and ability to operate.
- ☐ ☐ Assign engineering teams to determine capacity and safety of bridges, underpasses and roadways. (Engineers)
- ☐ ☐ Assign teams to inspect buildings and structures critical to emergency operations and public safety. (Building Inspectors)
- ☐ ☐ Coordinate the controlled release of water from reservoirs to avoid dam failure.

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR FLOODS AND DAM FAILURE

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the Public Works "Checklist for All Disasters."

Warning Phase

- ☐ ☐ Coordinate efforts to reinforce dam as feasible.
- ☐ ☐ Monitor status of dam and report any changes.
- ☐ ☐ Move construction equipment and support equipment to high ground.

Impact Phase

- ☐ ☐ Continue sandbagging efforts as feasible.
- ☐ ☐ Clear debris from waterways to prevent flooding.
- ☐ ☐ Request personnel, if needed.
- ☐ ☐ Request mutual aid support when needed.

Completed by _____
Date __/__/__ Operational Period ____-____

Communications

~~Public~~

~~works~~

Communications Annex

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I. INTRODUCTION

During a disaster, communications will often be difficult. Extreme demands will be placed on systems that may be damaged or overloaded. It is the responsibility of the communications unit to establish and maintain vital communications systems during a disaster. The communications functions will be supervised by the telecommunications specialist or designate.

II. OBJECTIVES

Manage and coordinate communication systems to:

- A. Direct and coordinate emergency operations.
- B. Alert and warn government forces and the general public.
- C. Provide advice and instructions to the general public.

III. PHASES OF THE EMERGENCY

A. Before

During the warning phase, the systems used daily by most agencies, particularly public safety agencies, will be used for intrajurisdictional communications. Also, such agencies will probably operate, at least initially, from their day to day offices and headquarters.

B. During

During larger disasters, the Emergency Operations Center will play a greater role in centralizing communications.

IV. FACILITIES AND SYSTEMS

A. Emergency Broadcast System

Originally designed for the President of the United States to address the public in the event of enemy attack, the Emergency Broadcast System consists of radio stations that use specific procedures to provide emergency information to the public. The station for Napa County is KCBS, 740 Am. The system is activated by designated local, State and Federal officials.

To activate the Emergency Broadcast System, the Public Information Officer will initiate the process.

Priority for use is:

1. Presidential messages
2. Local area programming
3. State programming
4. National programming and news

B. State Radio Systems

The California Law Enforcement Mutual Aid Radio System.

This system serves all State Office of Emergency Services Facilities and interconnects law enforcement agencies of all counties and numerous cities. This system uses microwaves to provide statewide coverage and is the State's radio backup to the national Weather System, discussed below.

1. California Emergency Services Radio System

This is a Local Government System which services all Office of emergency Services facilities, a number of State agencies and county level defense agencies participate in the system. It is microwave-interconnected for statewide coverage.

Communications Annex

2. Office of Emergency Services Fire Network

This network serves all of Office of Emergency Services facilities and fire equipment. Radio equipment on this network is located with fire service agencies in 52 counties. The network employs mountaintop mobile relays and interconnects to the State Microwave System to provide statewide coverage.

3. Mobile Command Complexes

The Office of Emergency Services has two mobile command complexes, each consisting of a communications van, an operations van, a command van, and a generator to provide power. One complex is stored at Los Alamitos and the other at the Office of Emergency Services Headquarters in Sacramento. Their primary purpose is to provide initial communications from the disaster area to Office of Emergency Services Headquarters and act as a collection point for damage assessment information until more sophisticated communications are established and/or restored.

These complexes are equipped for operation on each of the major State radio communications systems, the satellite systems, various mutual aid radio systems and ham radio operators. Radio operators must be provided by the responsible agency.

4. California National Guard

The California National Guard has an assortment of communication capabilities, with limited day to day in place systems. Most communications serve their own operating forces. It has some reserve capability.

C. City/County Radio Systems

The Napa Central Dispatch Center provides dispatch services for both the City and County of Napa utilizing the following frequencies:

1. City fire (Napa 4-Napa Central Dispatch)
Operated for response activities of Napa
City Fire Department
2. City Police (Napa 1-Napa Central Dispatch)
Operated for Napa City
Police activities
3. Napa Sheriff's Department (Napa 1-Napa Central Dispatch)
Operated for Napa County
Sheriffs
Department activities
4. Napa County Fire/California Department of Forestry (St. Helena Dispatch Center)
Operated for Response activities of Napa County
Fire Department and CDF
5. City Local Government
Public Works activities for the City of Napa
6. County Local Government
Public Works activities for the City of Napa
7. County Emergency Medical (MEDNET)
Medical communication net for hospitals and emergency responders
8. County Paramedic Net
Medical communication and telemetry for Napa County Paramedics and Base Stations

Communications Annex

D. Emergency Operations Dispatch Center

- a) The Emergency Operations Dispatch Center (EODC) is an additional area that is established in the Operations Section of the EOC.
- b) When activated, the EODC handles all radio traffic for City Fire, Police, Public Works and Med Net that has been designated to the disaster Operations Section.
- c) During the event, the Napa Central Dispatch Center will continue to handle all City and County emergency telephone traffic.

E. Other Radio Systems

1. RACES

Must be requested by the County licensed Amateur Radio Operations who use amateur radio frequencies and networks. The system provides communications between the Emergency Operations Center and other agencies throughout the County and State.

2. KVON/KVYN Radio Stations

KVON/KVYN is a local station in Napa County that has agreed to act as a local source for information during a disaster. The call numbers are 1440 AM/99.3 FM. This station will work closely with the Public Information Officer during a disaster.

F. Telephone

1. Common carrier telephone service is available to support all emergency systems.
2. City telephone system is maintained by the Public Works Electrical department.

3. The National Warning System.

This is a nationwide attack warning dedicated landline system which provides two-way voice communications between Federal, State and Local Warning Points.

4. Cellular phone use may be limited due to system damage and/or overuse.

5. OASIS (Operational Area Satellite Information System)

a) OASIS is a dedicated satellite communication system providing contact between operational areas for exchange of information and resources.

b) OASIS access for the City of Napa is available throughout the dispatch center.

G. Teletype

California Law Enforcement Telecommunications System (CLETS)

Has 900 terminals in California and serves all cities and counties.

V. POTENTIAL PROBLEMS

A. During peacetime emergencies

1. Weak Links

Telecommunications are composed of many subsystems, each interconnected and interdependent. A radio network, for example, may use telephone lines, microwave circuits, satellite interfaces, underground and overhead cables and secondary radio paths.

The failure of any one link in this electronic "chain" can effectively disable a large portion of the system.

2. Overloading

Communication systems may be overloaded or even rendered inoperable in an emergency. Telephone communications may be overloaded by calls within or into affected areas. The situation may be further complicated by physical damage to equipment, loss of electrical power and subsequent failure of some auxiliary sources.

3. Loss of Power

Loss of emergency power has been the primary cause of communications failure in past disasters. Poor installations and poor generator maintenance contribute to a high failure rate. Scarcity of diesel and gasoline, which are primary fuels for backup generators, any limit the viability of surviving communication sites.

B. During Wars: The electromagnetic pulse

In the event of a nuclear attack, the destructive effects of blast, heat and electromagnetic pulse may cause numerous electronic components to fail.

All communications equipment is susceptible to such damage, including broadcast stations, radios, television, car radios and battery-operated portable transistor radios.

VI. POLICIES AND PROCEDURES

A. Reserve Equipment Not Available

Since there are few uncommitted communication resources, consider existing day to day systems as all that will be available in an emergency.

B. Emergency Operations Center Systems

Communications systems installed at or controlled from the Emergency Operations center will support field activities.

C. Emergency Broadcast System

The Emergency Broadcast System will be used to the maximum extent possible, for the dissemination of emergency information, advice and action instructions to the general public.

D. Amateur Radio

Radio Amateur Civil Emergency Services (hams will be assigned to backup several agencies through the County.) The agencies they will back up as follows:

1. Schools (district offices)
2. Hospitals (Queen of the Valley, St. Helena Hospital, Holderman hospital, Napa State Hospital)
3. Radio Stations (KVON/KVYN)
4. Media center
5. Napa County Emergency Operations Center
6. Central Dispatch (Napa Police Dept.)
7. California Division of Forestry (St. Helena)
8. Shelters
9. Red Cross

In the event of a disaster, RACES will respond to the designated areas. The RACES staff person at the County EOC will work with the Communications Director in the County EOC to determine other areas where assistance is needed.

VII. ALERTING AND WARNING

Warning is the process of alerting government and warning the general public to the threat of imminent extraordinary danger. Depending on the nature of the threat and the population group at risk, any level of government can originate a warning. The

Communications Annex

saving of lives and property often depends on the timely warning of persons in threatened areas.

A. Attack Warning Systems

1. National Warning System

The National Warning System is a nationwide attack warning system. For major peacetime emergencies, portions of the system can be used, augmented by State and local systems, as needed.

The National Warning System is a dedicated wire-line system which provides two-way voice communications between Federal Warning Center, State Warning Points and Local Warning Points. The system in California consists of four elements:

- National Warning System, Federal-California link
- National Warning System, State-County Warning Points circuits
- County-City Warning Systems
- Local community attack warning devices, such as sirens, horns or whistles

2. Dissemination of Attack Warnings

The Federal Warning Centers disseminate warning information to State Warning Points over National Warning System. State Warning Points disseminate the information over National Warning System to the Local Warning Points. In addition, State agency radio systems, teletype and telephone circuits are used to ensure maximum dissemination. Each Local Warning Point further disseminates the warning over the local Public Safety communication channels.

B. Peacetime Warning System

1. Flood

A flood emergency is normally preceded by a buildup period which permits marshaling of forces that are required to combat the emergency. During the buildup period, Office of Emergency Services cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information over selected circuits and relays it to Office of Emergency Services private line teletype system and to local governments via the California Law enforcement Telecommunication System.

2. Earthquake

Earthquakes occur without warning. The Office of Emergency Services could receive notification of an earthquake, as well as subsequent information, including damage reports from various sources, such as:

- Office of Emergency Services Regional Offices
- Parkfield (earthquake monitoring site)
- University of California, Seismological Observatory, Berkeley
- Federal/State agencies
- Honolulu Observatory

This information may be received and transmitted via National Warning System, radio, teletype or telephone. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

Communications Annex

3. Other emergencies

Warning and/or information concerning emergencies other than those cited above is disseminated using any appropriate system or systems.

C. Warning Devices

Local government is responsible for warning the populace of the jurisdiction. This is accomplished through the use of local radio stations.

D. Local Warning System

Napa City/County Dispatch will be responsible for alerting and initial notification of emergency personnel. Depending on the incident, the Dispatch supervisor will initiate the notification of personnel as necessary following call out procedures already established.

NAPA CITY CALL OUT PROCEDURES

In the event of a disaster that significantly impacts the lifelines, utilities or communication guidelines in the City or generates significant numbers of calls of damage or injuries, the following procedures will be implemented:

ALL CITY EMPLOYEES WILL BECOME
DISASTER SERVICE WORKERS

If Communications are working:

Dispatchers will initiate the Disaster Call Out Procedures.

- The City/County Dispatch will notify the City Manager (DES) and the Emergency Services Manager.
- The Emergency Services Manager will notify City Department Heads via pager and/or telephone to report to the EOC or respective stations.
- The Department Heads will notify their staff to report to their stations.

If Communications are not working:

- All Department Heads and personnel outlined in the matrix of this Plan will report immediately to the EOC for status update and possible EOC activation.
- All other Department Heads and personnel will report to their respective stations.
- The Director of Emergency Services will direct Public Information Officer to notify Radio KVON 1440 AM/KVYN 99.3 FM and alert all City personnel who have not reported to their stations.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Test all communications equipment regularly.
- ☐ ☐ Make sure radio batteries are in good shape. (will hold charge)
- ☐ ☐ Make sure equipment will survive impacts of a disaster:
 - ☐ All equipment securely anchored.
 - ☐ Emergency power for base stations and repeaters.
- ☐ ☐ Make sure back up generators are being maintained.
- ☐ ☐ Make sure you have the latest version of the call-up list.

During an Emergency

- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Obtain briefing from Operations Chief.
- ☐ ☐ Advise on Emergency Operations Center communication capabilities/standby features.
- ☐ ☐ Test primary and alternate communications.
- ☐ ☐ Review and update warning procedures.
- ☐ ☐ Notify Amateur Radio (RACES) coordinator.
- ☐ ☐ Work with the Public Information Officer to prepare and issue a bulletin for the Emergency Broadcast System.
- ☐ ☐ Activate Emergency Operations Center as soon as possible.
- ☐ ☐ Notify utilities (Pacific Bell and PG&E)
- ☐ ☐ Route all incoming messages to the Emergency Operations Center staff.

Communications Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ Routine information calls should be directed to the Media Center.
- ☐ Activate the public warning system if directed by Operations.
- ☐ Forward all reports to Operations.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Planning Section

The Planning Section helps plan the response to the emergency and is comprised of the following annexes:

- Planning Section Chief:

Directs the Planning Section.

- Situation Status:

Gathers information and provides it to the Emergency Operation Center.

Makes predictions and provides other information; works with the other Sections to set priorities and plan strategy.

- Resources Status:

Tracks personnel, equipment and supplies, but does not actually provide these items. (The Personnel, Supply, and Transportation units of the Logistics Section provide these resources.)

- Damage Assessment:

Assesses damage and inspects buildings and other structures for damage.

- Demobilization:

Prepares the Demobilization Plan and assists Sections, Units and assisting agencies to return to normal operating status.

- Documentation:

Maintains and compiles accurate and complete disaster response files and provides duplication services to the EOC staff.

Planning
Section
Chief

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Planning Section Chief Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Planning Section Chief within the Incident Command System (ICS). The Planning Section Chief position is filled by the Planning Director, Fire Department Division Chief or alternate.

II. OBJECTIVES

- A. Collect, evaluate and disseminate information on the status of the disaster and resources.
- B. Coordinate the emergency operations of the 5 Units in the Planning Section. (Situation Status, Resource Status, Damage Assessment, Demobilization, and Documentation.)
- C. Activate the Planning element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Planning Section. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of flood. During the warning phase, contact those individuals who could be managing the Planning Section Units and ensure that they review their checklist and emergency Plans.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Planning Section until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Planning Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Planning Section Chief will be responsible for:

1. Coordinating the Planning Section Units.
2. Managing information for collection and display.
3. Supervise preparation of Incident Action Plan and coordinating planning meetings.
4. Evaluating situation information and damage assessments.
5. Providing periodic predictions on disaster potential.
6. Disseminating situation intelligence to the Director of Emergency Services, Section Chiefs and PIO.
7. Preparing summary reports of the situation for transmission to the County and State.
8. Developing post disaster plans.
9. Keeping the Director of Emergency Services informed of Planning Section activities.

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to specific Planning Section Chief checklists for earthquakes

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Make sure the "before" checklist items are updated in all the Planning Section annexes.
- ☐ ☐ Make sure call-up lists are up to date.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Report to the Director of Emergency Services for a briefing.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Appoint and supervise Planning Section units as needed:
 - ☐ Situation Status
 - ☐ Resource Status
 - ☐ Damage Assessment (Coordinate with Site Safety Analysis Groups under Operations).
 - ☐ Demobilization
 - ☐ Documentation
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Establish information requirements and reporting schedules.
- ☐ ☐ Conduct a Planning meeting with the Director of Emergency Services and Section Chiefs to develop an Incident Action Plan for each operational period including:
 - ☐ Information requirements.
 - ☐ Overall strategy (offensive/defensive.)
 - ☐ Need for evacuation.
 - ☐ Estimate of incident duration.
 - ☐ Priorities for the procurement and allocation of available resources.
 - ☐ Utilization of appropriate I.C.S. forms.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ Assemble information on alternative strategies.
- ☐ Provide periodic predictions on incident potential.
- ☐ Compile and distribute incident status summary information.
- ☐ Coordinate with segments of the private and the volunteer sector who can provide damage assessment information. (Red Cross, Amateur Radio, Business and Industry.)
- ☐ Develop a plan for demobilization via the demobilization unit checklists.
- ☐ Review Incident Action Plan and revise, as needed, to plan for demobilization.

After an Emergency

- ☐ Work with the Director of Emergency Services to develop a recovery plan.
- ☐ Consider speeding up the permit process to allow for faster reconstruction.
- ☐ Take mitigation measures, including zoning changes, to prevent similar emergencies in the future.
- ☐ If extensive reconstruction is necessary, take steps to preserve the character of neighborhoods.
- ☐ Assemble and check financial records; forward to Finance Section Chief.
- ☐ Write a summary of activities, findings and suggestions from this event and forward to the City Managers office.

Completed by _____
 Date __/__/__ Operational Period ____-____

CHECKLISTS FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Planning "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Ensure that survey units are dispatched to survey for damage, flooding, fires, or other hazards. Document "who", "what", "where", and "when."
- ☐ ☐ Verify reports; poll field units and key facilities through the other Section Chief's to determine situation in their vicinity and ability to function.
- ☐ ☐ Protect emergency equipment from possible aftershock.
- ☐ ☐ Evaluate the possibility of dam failures.
- ☐ ☐ Work with Public Works to plan for the inspection of buildings and other structures. Plan for:
 - ☐ Priorities for inspection.
 - ☐ Who will inspect what.
 - ☐ Timetable for inspections.
 - ☐ Re-entry policy.

Completed by _____
Date __/__/__ Operational Period ____-____

Situation

Status

Unit

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I. INTRODUCTION

This narrative describes the operation of the Situation Status Unit during a disaster. The response checklists that follow will serve as reminders during an actual response effort.

II. OBJECTIVES

During a disaster, the objectives of the Situation Status Unit are to:

- A. Gather and analyze information on the nature, severity, and extent of the disaster.
- B. Report this information clearly and correctly. These reports will guide response decisions.

III. INFORMATION PRIORITIES

A. Top priority:

Information needed to determine operational problems and immediate needs of victims. In the Immediate Impact Phase this overrides other informational priorities.

B. Second priority:

Specific information on damage assessment, including estimates of dollar amount, economic impact, etc. This is the basis for State and Federal action regarding declaration of a disaster.

C. Third priority:

Information needed to plan for short and long range recovery. This has low initial priority, but becomes very important during the recovery phase.

IV. EMERGENCY OPERATIONS

A. Before the emergency

1. Review the Situation Status portion of the Emergency Plan periodically to add or revise checklists as needed to fully complete and maintain the Situation Status portion of the Emergency Plan.

2. Assign Situation Status staff and conduct training as needed.

B. During the emergency

1. Warning Phase

This phase could begin upon the receipt of a warning, such as the forecast of a flood. During the warning phase, review and update plans and procedures.

2. Impact Phase

Actions during this phase center around helping people impacted by an event such as an earthquake, a flood, or toxic spill. Use the response checklists to guide response efforts, and if you need more detail, refer to this narrative and to other supporting documents.

C. After (Recovery)

This period can begin before response actions are complete, and can continue long after the impact phase is over.

V. GATHERING INFORMATION

A. Ground Surveys

Ground surveys are the usual means of gathering damage information. Such surveys should observe and report damage, casualties, the status of risk areas and key facilities, and any other facts that will help guide response decisions.

Situation Status Unit Annex

Where possible, supplement visual surveys with photographs or video recordings. If possible, broadcast live video to the Emergency Operations Center.

B. Aerial Surveys

Aerial surveys are primarily conducted by the County. They are a great help to the emergency response effort and are particularly important if no one has heard from an area where damage is suspected.

C. From other agencies

Work with other Sections and Communications to get information from other agencies, both private and volunteer.

D. In the Emergency Operations Center

Remind Section Chiefs to prepare phone message forms for all phone messages (in and out) since you will need this information for Situation Status and for reports.

Review copies of message forms for information on conditions and damage assessment. Look for information which may impact a number of services, activities, or geological areas. You will use this information to prepare Flash Reports, situation reports and damage assessments.

Periodically, poll the Section Chiefs in the Emergency Operations Center for this information regarding the current situation. This is an important source of information for the situation report. If conditions require, the poll may be as frequent as every fifteen minutes.

VI. COMMUNICATING INFORMATION

A. Displays

1. Wall map

The Situation Status staff will coordinate the wall map. The map should present, in a coordinated manner, information needed by the Section Chiefs in the Emergency Operations Center.

2. Bulletin Board

Maintain a bulletin board of significant events. Post information that the Section Chiefs in the Emergency Operations Center will use. Include significant events, conditions, and major problems which have been solved, and significant events noted in Flash Reports.

B. Reports

Important information should be relayed as soon as it is obtained. If possible, give a verbal report quickly and then follow up in writing. Reports can take a variety of forms.

1. Flash Reports

Flash Reports are verbal reports, directed to the Director of Emergency Services. This information may then be announced to the emergency Operations Center and/or the County Office of Emergency Services.

The Flash Report should summarize information which would impact a number of services or activities or which part would impact impending decisions. This could include events and the areas potentially affected by those events. Include events such as toxic spills, gas leaks, downed power lines, loss of water pressure, fires, damaged transportation facilities, condition of communications, areas requiring evacuation or medical

Situation Status Unit Annex

response, significant events or actions regarding the cities, etc.

The Flash Report may also summarize an overview of conditions and indicate trends of events.

2. Briefings

The initial situation briefing by the Director of Emergency Services is probably the most important. If requested, gather information for this briefing and answer questions during the briefing.

3. Situation Reports

Situation Reports are the first written reports. Situation Status staff prepares these reports, which define affected areas, identify closed roads and highways, estimate number of casualties and include other essential information.

The report is prepared for the Director of Emergency Services who relays it to the County Office of Emergency Services. The Public Information Officer should also receive a copy of the report.

The Situation Status staff uses the Situation report form (attached to the checklists) to generate a report every two hours, or as requested.

4. Detailed Reports

Following the Situation Report or as required, the Situation Status staff prepares a detailed report that includes damage assessment, field reconnaissance reports, and other information needed.

During the impact phase, the detailed report is based on information received from the Damage Assessment Unit and other sources in the community. Later, detailed reports can be based on field reconnaissance reports. (See

damage assessment summary form, attached)

Detailed reports are needed, along with the Director of Emergency Service's proclamation of a local emergency, to request that the Governor proclaim a State of Emergency

Therefore, transmit the report to the County Office of Emergency Services as directed by the Director of Emergency Services.

The Public Information Officer should also receive a copy of the report.

Situation Report Form

Reporting Jurisdiction _____ Date/Time _____

1. Type of occurrence _____

2. Where it occurred _____

3. When it occurred _____

4. Jurisdiction/Area/Facility affected _____

5. Estimated number of persons:

Dead _____, Injured _____, Evacuated _____, Homeless _____
 (1) (2) (3) (4)

6. Major highways/roads closed _____

7. Open adjacent airfields _____

8. Actions by Local Officials:

a. Proclamation of Local Emergency? Yes___ No___

b. Will Governor's Proclamation be requested? Yes___ No___

When (estimated)? _____

c. EOC staffed? Yes___ No___ Location _____

d. Communications available:

Telephone _____

CLETS _____ Radio _____ Other _____

9. Mutual aid assistance requested? Yes___ No___

a. Personnel: Type___ No.____ From Where _____

b. Equipment/Supplies: Type___ From Where _____

10. Special problems (such as fuel shortages, etc.)

Situation Status Unit Annex

Preliminary Damage Assessment Summary

City: _____

Date: _____

Time: _____

PRIVATE SECTOR DAMAGE

- | | | | |
|----|-----------------------------|-----------------|-----------------|
| 1. | NUMBER OF DEAD _____ | INJURED _____ | |
| 2. | HOMES: DAMAGED _____ | DESTROYED _____ | \$ _____ |
| 3. | BUSINESSES: DAMAGED _____ | DESTROYED _____ | \$ _____ |
| 4. | AGRICULTURE _____ | | \$ _____ |
| 5. | RAILROADS _____ | | \$ _____ |
| 6. | PRIVATE HOSPITALS _____ | | \$ _____ |
| 7. | PRIVATE SCHOOLS _____ | | \$ _____ |
| 8. | PRIVATE UTILITIES _____ | | \$ _____ |
| | TOTAL PRIVATE DAMAGE | | \$ _____ |

PUBLIC SECTOR DAMAGE:

- | | | |
|----|----------------------------------|-----------------|
| 1. | FEDERAL AID SYSTEM ROADS | \$ _____ |
| 2. | ELEMENTARY AND SECONDARY SCHOOLS | \$ _____ |
| 3. | FEDERAL FACILITIES | \$ _____ |
| 4. | PUBLIC FACILITIES | \$ _____ |
| 5. | AIR AND RAIL | \$ _____ |
| | TOTAL PUBLIC DAMAGE | \$ _____ |

Situation Status Unit Annex

Estimated Assistance Needed for Disaster Recovery

City: _____

DATE: _____

TIME: _____

INDIVIDUAL ASSISTANCE

NUMBER

- | | | |
|--|-------|----------|
| 1. TEMPORARY HOUSING | _____ | \$ _____ |
| 2. DISASTER UNEMPLOYMENT | _____ | \$ _____ |
| 3. SMALL BUSINESS ADMINISTRATION LOANS | | \$ _____ |
| 4. FARMERS HOME ADMINISTRATION LOANS | | \$ _____ |
| 5. FOOD STAMPS | | \$ _____ |
| 6. FOOD STORES OPERATIONAL | _____ | \$ _____ |
| 7. CRISIS COUNSELING | | \$ _____ |
| 8. LEGAL SERVICES | | \$ _____ |
| 9. INDIVIDUAL FAMILY GRANTS | | \$ _____ |

TOTAL INDIVIDUAL ASSISTANCE

\$ _____

PUBLIC ASSISTANCE

CATEGORY:

- | | |
|---|----------|
| A. DEBRIS CLEARANCE | \$ _____ |
| B. PROTECTIVE MEASURES (CONSTRUCTION SHORING) | \$ _____ |
| C. ROAD SYSTEMS (CITY MAINTAINED) | \$ _____ |
| D. PUBLIC BUILDINGS AND RELATED EQUIPMENT | \$ _____ |
| E. PUBLIC UTILITIES | \$ _____ |
| F. PRIVATE NONPROFIT FACILITIES | \$ _____ |
| G. OTHER (NOT IN ABOVE CATEGORIES) | \$ _____ |

TOTAL PUBLIC ASSISTANCE

\$ _____

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to the Situation Status checklist for earthquakes.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOT

Before an Emergency

- ☐ ☐ Buy or arrange for a camera (with film) and a tape recorder (with tapes) to document damage and to record status board changes.
- ☐ ☐ Check to make sure maps and status boards in EOC are up to date and available.
- ☐ ☐ Make sure you understand the reporting forms and requirements.
- ☐ ☐ Make sure you and your building inspectors understand how you will work with Construction & Engineering regarding the inspection of structures.
- ☐ ☐ Make sure you and your staff understand how you will work with the Red Cross to survey damage.

During an Emergency

- ☐ ☐ Report to the Emergency Operation Center.
- ☐ ☐ Activate the work station.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Obtain a briefing from the Planning Section chief.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Set up working materials (Note forms attached to these checklists.)
- ☐ ☐ Participate in the initial situation briefing by the Director of Emergency Services.
- ☐ ☐ At the message briefing, remind Section Chiefs to prepare phone message forms for all phone messages (in and out.)
- ☐ ☐ Contact National Weather Service for wind direction and other weather information.
- ☐ ☐ If necessary, review flood inundation maps and plans to determine potential impact.

CHECKLISTS FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Monitor messages: Review copies of message forms for information on conditions and damage assessment.
- ☐ ☐ Periodically poll the Section Chiefs in the Emergency Operations Center for information regarding the current situation.
- ☐ ☐ Prepare verbal Flash Reports (spot announcements) for the Director of Emergency Services.
- ☐ ☐ Keep the status boards in the emergency Operation Center updated.
- ☐ ☐ Maintain a bulletin board of significant events.
- ☐ ☐ Coordinate Ground Surveys.
- ☐ ☐ Collect and evaluate incoming damage assessment reports.
- ☐ ☐ Maintain a current log of damage, including casualties and property damage.
- ☐ ☐ Develop preliminary estimate of homeless persons and inform the Planning Section Chief and/or the Care Shelter Section Chief. Update the estimate periodically.
- ☐ ☐ Prepare a written Situation Report every two hours, or as requested.
- ☐ ☐ Prepare detailed reports.
- ☐ ☐ Make sure the Planning Section Chief relays the necessary reports and requests to the County Office of Emergency Services.

After an Emergency

- ☐ ☐ If needed, modify status boards.
- ☐ ☐ Write a chronology on the situation as it unfolded.
- ☐ ☐ Assemble and check financial records; forward to Finance.
- ☐ ☐ Make suggestions for corrections or changes to the Situation Status Annex.
- ☐ ☐ Forward reports to Planning Section Chief.

Completed by _____
Date __/__/__ Operational Period ____-____

Situation Status Unit Annex

CHECKLISTS FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Situation Analysis "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Determine condition of designated mass care facilities.
- ☐ ☐ If, after a reasonable amount of time, you have not received any reports from a particular area or major facility, send a survey team there.

Completed by _____
Date __/__/__ Operational Period ____-____

Resource

Status

Unit

Resource Status Unit Annex

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V. RESPONSE CHECKLISTS	323

Resource Status Unit Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Resource Status Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Track disaster resources.
- B. Process resources status changes.
- C. Prepare and maintain resource charts and lists.
- D. Maintain a master list of resources assigned to the disaster.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This could begin with a warning such as the forecast of a flood. Alert personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact phase

Mobilize staff and use checklists to guide your actions.

C. After (Recovery)

Assist the Demobilization Unit with releasing resources to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Resource Unit reports to the Planning Section Chief.

When a disaster occurs the Resource Status Unit will be responsible for:

1. Establishing check-in procedures for resources (With Staging).
2. Confirming dispatch and estimated arrival time of requested resources.
3. Maintaining and posting disaster resource status.
4. Maintaining a master roster of all disaster resources.
5. Keeping the Planning Section Chief informed of Resource Unit activities.

Resource Status Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Check to make sure forms in EOC are up to date and available; familiarize yourself with them.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center.
- ☐ ☐ Activate the work station.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the Organizational Chart.
- ☐ ☐ Obtain a briefing from Planning Section Chief.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Review incident action plan.
- ☐ ☐ Establish an inventory of resources.
 - ☐ Operations
 - ☐ Personnel
 - ☐ Equipment
 - ☐ Food
 - ☐ Logistics
- ☐ ☐ Provide inventory to the Planning Section Chief.
- ☐ ☐ Post resources in the Emergency Operations Center.
- ☐ ☐ Maintain an incident resources status log.
- ☐ ☐ Provide resources summary to Situation Status Unit.
- ☐ ☐ Maintain contact with Staging Manager.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- ☐ Review forms and procedures; revise as necessary.
- ☐ Forward all reports to the Planning Section Chief.
- ☐ Make suggestions for corrections or changes to the Resources Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

Damage Assessment Unit

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V. RESPONSE CHECKLISTS	333

Damage Assessment Unit Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Damage Assessment Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Survey and report structural damage in the City.
- B. Record and report damage to County OES.
- C. Inspect and post structures as to being safe or unsafe to enter.
- D. Maintain a master list and map of damage in the City.
- E. Manage demolition of designated structures.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. Alert personnel, train and assign more personnel, make sure the facilities and equipment are in state of readiness, and take other measures as needed.

2. Impact Phase

Mobilize staff and use the checklist to guide your actions.

C. After (recovery)

Assist the Building Department with identification of damaged areas and interpretation of disaster records.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Damage assessment Unit reports to the Planning Section Chief.

When a disaster occurs the Damage Assessment Unit will be responsible for:

1. Functioning as Site Safety Analysis Groups as needed under the direction of the Operations Chief.
2. Surveying and reporting structural damage within the City.
3. Recording and reporting damage to County OES.
4. Updating damage estimates as requested.
5. Maintaining a master map and list of damage in the City.
6. Maintaining the demolition of designated structures.
7. Keeping the Planning Section Chief informed of Damage Assessment Unit activities.

Damage Assessment Unit Annex

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to the Damage Assessment checklist for earthquakes. For other disasters, use this checklist only.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Buy or arrange for a camera (with film) and a tape recorder (with tapes) to document damage.
- ☐ ☐ Make sure you and your staff understand the reporting forms and requirements.
- ☐ ☐ Make sure the Damage Assessment Kits are checked and maintained for immediate use by the survey teams.
- ☐ ☐ Make sure you and your building inspectors understand how you will work with the other Departments regarding the inspection of structures.
- ☐ ☐ Make sure you and your staff understand how you will work with the Red Cross to survey damage.
- ☐ ☐ Prepare basic training guidelines for training other employees and mutual aid personnel in the correct forms and the process of recording and documenting damage assessment.

During an Emergency

- ☐ ☐ Report to the Emergency Operations center.
- ☐ ☐ Activate the work area assigned.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Obtain a briefing from the Planning Section Chief.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Participate as Site Safety Analysis Groups as needed (Report to Operations Chief).
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Set up working materials (Note forms attached to these checklists.)
- ☐ ☐ If necessary, review flood inundation maps and plans to determine potential impact.
- ☐ ☐ Coordinate Ground Surveys.

Damage Assessment Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Make contact with Red Cross to coordinate damage assessment activities.
- ☐ ☐ Maintain time cards for Survey Teams.
- ☐ ☐ Collect and evaluate incoming damage assessment reports.
- ☐ ☐ Maintain a current log of damage, including casualties and property damage.
- ☐ ☐ Prepare a written Damage Assessment Report every two hours, or as requested.
- ☐ ☐ Prepare detailed reports.

After an Emergency

- ☐ ☐ If needed, modify status boards.
- ☐ ☐ Assemble logs and non-financial records.
- ☐ ☐ Prepare a final written Damage Assessment Report.
- ☐ ☐ Assemble and check financial records; forward to Planning Section Chief.
- ☐ ☐ Make suggestions for corrections or changes to the damage Assessment Annex and forward to Planning Section Chief.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Damage Assessment Unit Annex

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Damage Assessment "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Determine condition of designated mass care facilities.
- ☐ ☐ If, after a reasonable amount of time, you have not received any reports from a particular area or major facility, send a survey team there.

Completed by _____
Date ____/____/____ Operational Period ____ - ____

Demobilization Unit

Demobilization Unit Annex

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V. RESPONSE CHECKLISTS	343

Demobilization Unit Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Demobilization Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort. The responsibility for preparing the demobilization plan belongs to the Planning Chief or designate.

II. OBJECTIVES

- A. Preparation of the Demobilization Plan.
- B. Assist Sections/Units in an orderly return to normal status.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. Alert personnel, train and assign more personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Coordinate the return to normal operations of activated Sections and Units.

IV. ORGANIZATIONS AND RESPONSIBILITIES

Within ICS, the Demobilization Unit reports to the Planning Section Chief.

When a disaster occurs the Demobilization Unit will be responsible for:

1. Meeting with Section Chiefs and assisting agencies to determine what demobilization help they will need.
2. Determining identification and description of surplus resources and probable release times.
3. Preparing a Demobilization Plan to include the following sections:
 - a) Demobilization procedures.
 - b) Implementation responsibility.
 - c) Release priority, by agency and type.
 - d) Release procedure.
4. Obtaining Demobilization Plan approval from the DES.
5. Distribution of the Demobilization Plan.
6. Monitoring the implementation of the Demobilization Plan.
7. Keeping the Planning Section Chief informed of Demobilization Unit activities.
8. Coordinating the demobilization inspection process with the Transportation Unit.

Demobilization Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center
- ☐ ☐ Activate the work station.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Obtain a briefing from the Planning Section Chief.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Review disaster resource records to determine the demobilization effort.
- ☐ ☐ Obtain identification and description of surplus resources and determine a probable release time.
- ☐ ☐ Meet with Section Chiefs and assisting agencies to determine what demobilization help they may need.
- ☐ ☐ Prepare a Demobilization Plan to include the following sections:
- ☐ Demobilization procedure.
 - ☐ Responsibilities.
 - ☐ Release priority and procedures.
 - ☐ Directories, maps, telephone numbers, instructions.
- ☐ ☐ Obtain approval of Demobilization Plan.
- ☐ ☐ Distribute the Demobilization Plan to each Section Chief and assisting agency.
- ☐ ☐ Coordinate the implementation of the Demobilization Plan.

Demobilization Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- ☐ ☐ Continue coordination of the Demobilization Plan until all Sections and agencies have returned to normal operations.
- ☐ ☐ Forward all reports to the Planning Section Chief.
- ☐ ☐ Assemble and check financial records; forward to Planning Section Chief.
- ☐ ☐ Make suggestions for corrections or changes to the Demobilization Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

Documentation

Documentation Unit Annex

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V. RESPONSE CHECKLISTS_____	353

I. INTRODUCTION

This annex explains the function and responsibilities of the Documentation Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Maintain accurate and complete disaster response files.
- B. Provide duplication services to EOC staff.
- C. Compile files for legal, analytical and historical purposes.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of flood. Alert personnel, train and assign more personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Coordination of documents may continue long after the disaster is over.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Documentation Unit reports to the Planning Section Chief.

When a disaster occurs the Documentation Unit will be responsible for:

1. Establishing and organizing disaster files.
2. Establishing a duplication service for EOC staff.
3. Retaining and filing duplicate copies of official forms and reports.
4. Accepting and filing reports and forms submitted by Section Chiefs.
5. Checking on accuracy and completeness of records and forms submitted.
6. Correcting errors or omissions by contacting appropriate Section Chiefs.
7. Providing duplicates of forms and reports to authorized requesters.
8. Preparing disaster documentation for the Planning Section Chief when requested.
9. Keeping the Planning Section Chief informed of Documentation Unit activities.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center.
- ☐ ☐ Activate the work station.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Obtain a briefing from the Planning Section Chief.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Establish and organize disaster files.
- ☐ ☐ Establish a duplication service and respond to requests.
- ☐ ☐ Check accuracy and completeness of records and forms submitted.
- ☐ ☐ Contact Section Chiefs to correct errors or omissions in reports and forms.
- ☐ ☐ Accept and file duplicate copies of official forms and reports.
- ☐ ☐ Provide duplicate of forms and reports to authorized requesters.
- ☐ ☐ Prepare disaster documentation for the Planning Section Chief when requested.

Documentation Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- ☐ ☐ Maintain, retain and store disaster files for after disaster reports and use.
- ☐ ☐ Forward all reports to the Planning Section Chief.
- ☐ ☐ Assemble and check financial records; forward to Planning Section Chief.
- ☐ ☐ Make suggestions for corrections or changes to the Documentation Annex.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Logistics

The logistics Section supports emergency operations by providing needed equipment, supplies and personnel. This Section includes the following annexes:

- Logistics Section Chief:

Directs the Logistics Section.

- Care and Shelter:

Provides food, shelter and associated items for disaster victims and workers.

- Transportation:

Provides vehicles and drivers for moving supplies, equipment, and personnel.

- Personnel:

Supplies City employees, and coordinates volunteers through the County EOC.

- Supply:

Procures and coordinates supplies and equipment.

- Facilities:

Responsible for establishing, setting up, maintaining and demobilizing all facilities used in support of Incident Operations.

Logistics

Chief

Logistics Section Chief Annex

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V. RESPONSE CHECKLIST	405

I. INTRODUCTION

This annex explains the function and responsibilities of the Logistics Section Chief within the Incident Command System (ICS). The position of Logistics Section Chief is filled by the Community Resources Director or designate.

II. OBJECTIVES

- A. Provide facilities, services and material in support of the disaster response.
- B. Coordinate the emergency operations of the 5 Units in the Logistics Section. (Care and Shelter, Transportation, Personnel, Supply and Facilities)
- C. Activate the Logistics element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Logistics Section. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of flood, or worsening civil unrest. During the warning phase, contact those individuals who could be managing the Logistic Section Units and ensure that they review their checklist and Emergency Plans.

2. Impact phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Logistics Section until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Logistics Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Logistics Section Chief will be responsible for:

1. Coordinating the Logistics Section Units.
2. Identifying service and support requirements for planned and expected disaster operations.
3. Coordinating and processing requests for additional resources.
4. Advising the DES on current service and support capabilities.
5. Estimating future service and support requirements.
6. Keeping the Director of Emergency Services informed of Logistics Section activities.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Make sure the "before" checklist items are updated in all Logistics Section annexes.
- ☐ ☐ Make sure call-up lists are up to date.
- ☐ ☐ Develop list of suppliers of essential materials.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center if activated.
- ☐ ☐ Obtain a briefing from the Director of Emergency Services.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing on the organizational chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Activate Logistics Units as needed:
 - ☐ Care and Shelter
 - ☐ Transportation
 - ☐ Personnel
 - ☐ Supply
 - ☐ Facilities
- ☐ ☐ Coordinate with appropriate segments of the private sector.
- ☐ ☐ Establish contact with appropriate State agency coordinators.
- ☐ ☐ Monitor communications to determine situation in other areas.
- ☐ ☐ Determine availability of:
 - ☐ Personnel
 - ☐ Relief personnel
 - ☐ Special equipment

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Ensure call-back of off-duty and/or volunteer personnel if needed.
- ☐ ☐ Coordinate and process requests for needed supplies, equipment and support services.
- ☐ ☐ Request communications assistance from Communications Unit.
- ☐ ☐ Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- ☐ ☐ Periodically check with other sections to track materials/equipment ordered outside of Logistics.
- ☐ ☐ Request copies of all orders be forwarded to Logistics.
- ☐ ☐ Maintain contact with Operational Area Logistics to coordinate ordering of shared or limited quantity resources.
- ☐ ☐ Assist with development of Incident Action Plan to include priorities for the procurement and allocation of available resources.
- ☐ ☐ Obtain transportation, supplies, personnel, and equipment needed by emergency forces.
- ☐ ☐ Estimate future service and support requirements.

After an Emergency

- ☐ ☐ Assemble and check financial records; forward to Finance Section Chief.
- ☐ ☐ Make sure the checklist items are updated in all Logistics Section annexes.
- ☐ ☐ Solicit suggestions on how to improve emergency operations.
- ☐ ☐ Write a summary of activities, findings and suggestions from this event.
- ☐ ☐ Forward all reports to the Director of Emergency Services.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Care and
Shelter

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Care & Shelter Unit Annex

I. INTRODUCTION

Many disasters force people to flee their homes. If alternate housing is not available, these people would be out on the streets, without water, food, shelter or toilets. This annex describes the policies and procedures for meeting these basic human needs during disasters. In the City of Napa, the Care and Shelter Coordinator is the Community Resource Administrative Assistant or Housing Department Representative.

II. OBJECTIVES

- A. To provide food and clothing for persons in emergency shelters.
- B. To provide food and shelter (if needed) for disaster workers.
- C. To help locate missing family and friends.
- D. Maintain a current list of available shelters at the Care and Shelter workstation in the EOC.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, staff call out lists, and resource lists that will guide the Care and Shelter response to an emergency. Plans and procedures should provide for coordination and communication between organizations, especially between schools, government, and the Red Cross.

Train staff and exercise disaster plans. Pre-select possible sites for shelter and mass feeding, and include listings in Part Three, Resource Lists, of this Plan.

If a situation warrants an increase in readiness, review and update plans and procedures, accelerate training, and alert staff and volunteers.

B. During

1. Warning phase

If needed, open mass care shelters and feeding facilities. The Care and Shelter Unit Coordinator, alternate or other designee, will coordinate the opening of shelters and feeding facilities with the Red Cross.

Work with the Public Information Officer to provide information to the public on shelter and feeding facilities.

2. Impact phase

If there has been ample warning; shelter, feeding, and other care services will have begun outside the threatened area. However, should an open shelter be impacted, evacuees and shelters may not be moved.

If the disaster occurs without warning, use the action checklists to guide your actions.

C. After

In the Post-Emergency Period, most of the basic needs of the population will have been provided, and, if the disaster was large, the federal and state governments will have become heavily involved in providing financial aid to victims. Disaster Application Centers will be set up to coordinate the delivery of these services. City officials and private agencies still have responsibility for phasing out the mass care facilities and assisting displaced persons in obtaining temporary housing and other aid.

Care & Shelter Unit Annex

IV. ORGANIZATION AND RESPONSIBILITIES

A. City

The City Care and Shelter Coordinator is responsible for:

1. Coordinating local government resources.
2. Requesting mutual aid resources.
3. Providing support to the Red Cross.
4. Forward offers of donated goods to the Salvation Army and the Red Cross.

The Care and Shelter coordinator should ensure that there is a current Memorandum of Understanding in place with the Napa Chapter of the American Red Cross (ARC) and that arrangements with other private organizations, such as Salvation Army, local churches and schools have been made to assist in care and shelter.

For peacetime disaster, the American Red Cross is the official disaster relief agency, as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288.

The Salvation Army and the Adventist Community Services are also available to assist. The Salvation Army would assist in mass feeding and the Adventist Community Services with in-kind donations and staffing shelters as volunteers.

B. County (Operational Area)

The County Director of Health and Human Services Agency is the Operational Area Care and Shelter Coordinator and will coordinate County and city resources, request and respond to mutual aid forces and support the Red Cross. The Coordinator will submit requests for support to the Mutual Aid Region Care and Shelter Coordinator.

C. Mutual Aid Region

The Office of Emergency Services Mutual Aid Region Care and Shelter Coordinator (representative of the State Department of Social Services) will coordinate care and shelter operations within the Region and will submit requests for support to the State Director of Care and Shelter.

D. State

1. Social Services

The Director of the State Department of Social Services will serve as the State Director of Care and Shelter and will coordinate state-wide care and shelter operations. The Department of Social Services is responsible for:

- a) Serving as the lead agency in coordinating state agency care and shelter response to support local operations.
- b) Providing personnel and other resources to Disaster Assistance Centers.
- c) Coordinating with the County Health and Human Services Agency.
- d) Recommending transfer of evacuees or resources as needed.

2. Department of Corrections:

Lodging and food.

3. Department of Parks and Recreation:

Lodging and food.

4. Department of Forestry:

Feeding equipment and prepared food.

5. Military Department (California National Guard):

Moving of equipment and resources.

6. Department of Motor Vehicles:

Information to support the identification and location of persons by the Welfare Inquiry Services.

E. Federal

Federal support for care and shelter operations will be provided by those federal agencies, such as the Department of Agriculture and the Department of Defense, whose responsibilities include disaster response prior to a Presidential Declaration. After a Presidential Declaration, the Federal Emergency Management Agency will coordinate more support.

F. Red Cross

As part of the City's emergency organization, the Red Cross works with the City to provide emergency mass care to persons affected by disasters. In fact, in many situations, the Red Cross is the primary provider of staff and supplies for emergency shelters. For more information, refer to the Memorandum of Understanding between the Red Cross and the City.

V. MUTUAL AID

If the City resources (both public and private) are inadequate, request support through the County Office of Emergency Services. If the requirement cannot be met through resources available within the county, the request will be forwarded to the State Office of Emergency Services.

VI. PROCEDURES

In almost all peacetime disasters, the Red Cross will provide the bulk, if not all, of the care and shelter services, and schools and churches will fulfill the shelter buildings. Less than 25 percent of evacuees in peacetime disasters go to shelters; most choose to stay with relatives, friends, or in motels.

A. Registration and Inquiry Operations

The Red Cross has established a system for Registration and Inquiry (Disaster Welfare Inquiry). This system includes trained Disaster Welfare Inquiry workers, a system to recruit volunteer workers and a tested program to handle mass inquiries. They will establish a center to accomplish this goal.

Communications should be established between the Center and shelters, hospitals and coroner's offices and morgues. Registration lists and location changes are sent to the Center daily. Public information broadcasts advising people to register and to notify relatives of their location will help to provide more complete listings.

B. Lodging Operations

In large disasters, all suitable buildings, other than those being used for other emergency functions, may be used for lodging. Recreational facilities and schools can hold a large number of persons. Churches can also be used, as they are often large and equipped with kitchens.

During a disaster, you should arrange, if possible, for backup shelter in case you are forced to leave a shelter.

In large disasters, motels and hotels should be reserved for the infirm who require above average comforts and conveniences.

It is imperative that the list of lodging facilities be kept up-to-date.

Pets will not be allowed at the shelters. Arrangements for care will have to be made through animal shelters and veterinarian facilities.

Only minimal health needs will be attended to in lodging facilities. If possible, sick persons will be transferred to medical facilities.

C. Feeding Operations

Mass feeding operations will be the joint responsibility of the Care and Shelter Unit and the American Red Cross.

During peacetime operations, arrangements will be made, when possible, for mobile feeding and refreshment services, as well as food delivery to persons in remote locations.

Special diets will be provided, if possible. Arrangements will be made with restaurants and fast food outlets to provide supplies of food initially, until mass feeding operations can be organized.

Later, government-provided food will be obtained, if possible, and donated bulk food will be used.

Care & Shelter Unit Annex

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to the specific Care & Shelter checklist for earthquakes and hazardous materials.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Maintain current shelter lists.
- ☐ ☐ Make sure shelter managers have made arrangements for 24-hour access to buildings at shelter locations.
- ☐ ☐ Identify sources of shelter supplies (including food and water.)

During an Emergency

- ☐ ☐ Provide a Care and Shelter representative to the Emergency Operations Center
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Request food, equipment, and other supplies needed to support mass care facilities. Coordinate with Finance Section and Logistics Section.
- ☐ ☐ If evacuation is ordered, activate mass care facilities in reception areas.
- ☐ ☐ Work with Red Cross to establish shelter sites.
- ☐ ☐ Keep the Public Information Officer informed.
- ☐ ☐ Receive, shelter, and care for evacuees.
- ☐ ☐ Periodically poll mass care facilities to determine evacuee load and support requirements.
- ☐ ☐ Assess the requirements for shelter and mass feeding.
- ☐ ☐ Determine which pre-selected shelters and Welfare Inquiry Centers will be needed and if they are functional.
- ☐ ☐ If necessary, provide shelter outside the local area (work through mutual aid channels.)

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ Establish alternate communications links where needed.
- ☐ Coordinate with Red Cross and other emergency welfare agencies (i.e., Salvation Army, church groups and other service agencies.)
- ☐ Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees; request volunteers through Logistics.
- ☐ Evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.
- ☐ Assist in the evacuation of institutionalized persons in threatened areas.
- ☐ Maintain updated list of victims and their locations.
- ☐ Coordinate with Transportation to transport evacuees to and from Centers.
- ☐ Record and evaluate information regarding requests, activities, expenditures, damages, and casualties.
- ☐ Continue to reassess needs and disaster conditions and provide that information to the Director of Emergency Services.
- ☐ Request assistance (such as temporary feeding services) from the County Care and Shelter Coordinator, as required.
- ☐ In cooperation with the Red Cross assist with the registration of evacuees, the listing of casualties, and handling welfare inquiries.
- ☐ Determine number of evacuees who need emergency and temporary housing.
- ☐ In coordination with the Red Cross, Salvation Army, and state and federal agencies, locate and allocate emergency and temporary housing.
- ☐ Work with County Mental Health to provide counseling for shelterees.

After the Emergency

- ☐ Move displaced persons to improved quarters.
- ☐ Continue shelter, mass feeding, and welfare inquiry services until they are no longer required.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐☐ Forward all non-financial records to Situation Analysis in the Planning Section.
- ☐☐ Assemble and check financial records; forward to Finance.
- ☐☐ Make suggestions for corrections or changes to the Care and Shelter Annex and forward to Logistics Chief.

Completed by _____
Date __/__/__ Operational Period ____ - ____

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Care & Shelter "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

EARTHQUAKES

☐

Before you use a damaged building as a shelter, have the building inspected by a civil engineer.

Completed by _____
Date __/__/__ Operational Period ____-____

Care & Shelter Unit Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENT

NOTE: Use this checklist as a supplement to the basic Care & Shelter "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

HAZARDOUS MATERIALS INCIDENTS

- ☐ ☐ See if special handling procedures will be needed to avoid contamination.
- ☐ ☐ Coordinate with health and medical authorities regarding handling requests for information on the effects of the hazardous material.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Transportation

Transportation Unit Annex

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Transportation Annex

I. INTRODUCTION

Since an emergency often requires that large numbers of people and supplies be moved quickly, emergency responders will need additional transportation. This annex describes how various transportation resources can help meet those needs. The position of Transportation Manager is filled by the Fleet Manager or designate.

II. OBJECTIVES

- A. To provide and coordinate the use of transportation resources in the City of Napa during an emergency.
- B. To provide portable equipment for disaster response (generators, trailers, etc.).
- C. To provide, coordinate, and direct the use of available, or incoming, transportation resources during emergencies.
- D. To provide service, repair and fuel for all vehicles and equipment.
- E. To maintain records of equipment use and service provided.

III. PHASES OF THE EMERGENCY

A. Before

1. Preplan equipment and transportation needs during a disaster.
2. Become aware of all possible transportation and portable equipment resources and develop agreements as to their use.
3. Maintain vehicle and radio-in-vehicle inventory.
4. Maintain a portable equipment inventory (generators, trailers, etc.).

5. Maintain a list of backup drivers- especially persons who are not employed as drivers but are qualified for large vehicles or other special equipment.

B. During

1. Develop priorities for transportation and equipment requests.
2. Use the response checklists to guide your actions.

C. After

1. Continue to track the use of all equipment until it has been returned to normal operating status.
2. Service all equipment and check for damage. Repair or replace as needed, submitting all expenses for reimbursement.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

Within ICS, the Transportation Manager reports to the Logistics Section Chief.

When a disaster occurs the Transportation manager will be responsible for:

1. Coordinating resources required to:
 - a) Serve as auxiliary ambulances.
 - b) Evacuate persons from damaged or threatened areas.
 - c) Transport supplies, equipment, and disaster workers.
 - d) Provide transportation for damage assessment teams, officials, and other essential personnel.

Transportation Unit Annex

e) Provide transportation to relocate people to shelter or other safer locations.

f) Coordinate the maintenance, fueling and repair of vehicles and equipment utilized to support disaster operations.

g) Supervise the demobilization of vehicles and equipment (Coordinate with Planning Section).

2. Activating, as needed, any pre-emergency agreements made with commercial, private, or government owners of vehicles (e.g., school districts, drayage firms, etc.)

B. County (Operational Area)

The Napa County Transportation Unit will be coordinated by County Public Works and Napa Unified School District personnel. They will coordinate resources required to fulfill the County's transportation needs and support the needs of the city.

C. State

Support transportation operations are provided through the following agencies:

- California Highway Patrol
- California Maritime Academy
- Department of General Services (Fleet Administration Division)

Motor Vehicles
Transportation
Boating and Waterways

- Military Department
- Public Utilities Commission

D. Private

Transportation industries will manage their systems and facilities to provide maximum

possible service and to fill essential needs as specified by government authorities.

This includes continuity of management, protection of personnel and facilities, conservation of supplies, restoration of damaged lines and terminals, rerouting, expansion or improvement of operations and obtaining personnel, materials and services.

V. POLICIES AND PROCEDURES

The general plan of the Transportation Unit is to organize and coordinate public and private transportation and portable equipment resources to meet and support any level of emergency governmental need.

A. Sharing of resources

All transportation assigned to an agency or service shall be retained to meet the emergency disaster needs of that unit. Any transportation resources in excess of the immediate needs of an agency or service shall be reported to the Transportation Coordinator.

B. Where to request transportation and portable equipment.

Channel all requests through the operative facilities of the Transportation Unit. The Transportation Coordinator or his liaison will be located at the Emergency Operations Center.

C. Coordination of requests

Close communications and coordination will be maintained with the Public Works Department. Also, communicate with the Supply Unit Coordinator to establish their needs.

D. Commercial transportation

Commercial transportation may have to be used if City or County resources are not enough.

Transportation Unit Annex

E. Communications . .

The Transportation Unit will be issued radios in order to communicate with other units and the Emergency Operations Center.

F. The Emergency Operations Center

The Emergency Operations Center will be headquarters for the Transportation Coordinator or his liaison.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ Identify potential transportation and portable equipment needs.
- ☐ Provide backup power for repair services and fuel distribution.
- ☐ Make sure call-up lists are up to date.

During an Emergency

- ☐ Help move resources and supplies outside hazard areas.
- ☐ Go to the Emergency Operations Center or send someone to the Emergency Operations center, if activated.
- ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ Read this entire checklist.
- ☐ Maintain a Unit Event Log.
- ☐ Obtain briefing from Logistics Section Chief.
- ☐ Mobilize resource and support personnel.
- ☐ Coordinate transportation resources required for:
 - ☐ Transporting casualties
 - ☐ Evacuating persons
 - ☐ Transporting supplies, equipment and personnel
- ☐ Request assistance from the Operational Area Coordinator at the County EOC, as required.
- ☐ Help other agencies transport supplies and equipment to feed and shelter disaster victims.
- ☐ Support local emergency transportation operations.

Transportation Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTE

- ☐ ☐ Review the Action plan to determine:
 - ☐ Assigned resource locations
 - ☐ Staging Area locations
 - ☐ Fueling and service requirements for resources
- ☐ ☐ Coordinate vehicle and equipment:
 - ☐ Maintenance
 - ☐ Fueling
 - ☐ Repair
- ☐ ☐ Help transport casualties to medical facilities, if necessary.
- ☐ ☐ Develop priorities for transportation requests with the Director of Emergency Services and the Section Chiefs.
- ☐ ☐ Maintain records as to services and users for later billing charges. (See following page for sample form.)
- ☐ ☐ Coordinate with other units for additional transportation resources.

After an Emergency

- ☐ ☐ Supervise the demobilization of vehicles and equipment.
- ☐ ☐ Undo any emergency modifications that have been made to vehicles.
- ☐ ☐ Forward all records and reports to the Logistics Section Chief.
- ☐ ☐ Solicit suggestions on how to improve emergency operations.
- ☐ ☐ Assemble and check financial records; forward to Finance.
- ☐ ☐ Make suggestions for corrections or changes to Transportation Annex and forward to the Logistics Chief.

Completed by _____
Date __/__/__ Operational Period ____-____

Personnel

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Personnel Unit Annex

Personnel Annex

I. INTRODUCTION

Professional emergency responders may be overwhelmed during a disaster. This annex describes how city employees can help, as well as how unorganized volunteers can be incorporated into the city emergency organization.

All city employees become Disaster Service Workers during a disaster. All are expected to report to their designated positions once they have checked on their families.

II. OBJECTIVES

- A. Coordinate available personnel resources.
- B. Identify emergency personnel requirements.
- C. Recruit and place needed personnel.
- D. Coordinate with the California Employment Development Department through the County EOC.
- E. Coordinate with Volunteer Center of Napa County.

III. PHASES OF THE EMERGENCY

A. Before

Identify city departments which will have limited responsibilities in a disaster and whose personnel can help with emergency tasks.

Keep a list of city personnel, including addresses and home phone numbers.

Train staff designated to assist the Personnel Coordinator.

Work with liaison to establish message center procedures for city employees.

B. During

- 1. Report to the Emergency Operations Center once notified.
- 2. Advise Department Heads to notify their personnel as outlined in their Standard Operating Procedures.
- 3. Organize, coordinate and assign responding city personnel.
- 4. Contact County EOC Personnel Unit to coordinate additional needs through the State Employment Development Department.
- 5. Contact the Volunteer Center of Napa County for additional personnel needs.

IV. ORGANIZATION AND RESPONSIBILITIES

A. City

The Personnel Director or designate will serve as the Personnel coordinator during disasters.

The Personnel function has dual responsibilities:

- a) It is responsible for placing employees in assignments they are capable of filling and as requested by the Section Chiefs.
- b) It is responsible for requesting and coordinating volunteers to augment emergency community services and to meet other essential personnel requirements.

B. County

The Personnel function in the County EOC will have the following responsibilities:

Personnel Unit Annex

- Coordinating personnel matters and providing assistance to emergency operations.
- Recruiting, registering, classifying and placing personnel and volunteers to augment emergency community services.

C. State

1. Principal personnel provider:
Employment Development
Department.
2. Personnel Support: Departments of Correction, Education and Forestry; Military Department; Personnel Board; California Youth Authority; California Conservation Corps; University of California; Community Colleges.

V. POLICIES AND PROCEDURES

- A. The Personnel Coordinator will be located in the Emergency Operations Center.
- B. The Coordinator will monitor the needs of each department and select from the pool of personnel that is available. Personnel will be placed by the Coordinator.

Personnel Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ Establish updated Call Out List of key personnel needed at Emergency Operations Center during emergencies.
- ☐ Maintain a current callback list of city employees.
- ☐ Plan for how spontaneous, non-organized volunteers might be directed during an emergency.
- ☐ Identify City departments which have limited responsibilities in a disaster.
- ☐ Survey and identify persons with skills available in these departments.
- ☐ Make sure employees understand their responsibilities as disaster service workers.

During an Emergency

- ☐ Go to the Emergency Operations Center, if activated.
- ☐ Identify yourself by putting on a name tag with your title.
- ☐ Read this entire checklist.
- ☐ Maintain a Unit Event Log.
- ☐ Initiate Call Out List of City personnel.
- ☐ Mobilize resources and support personnel.
- ☐ Allocate personnel according to established priorities.
- ☐ Provide relief crews as needed.
- ☐ Set up a line of communications with the County EOC Personnel Unit and Volunteer center of Napa County.
- ☐ Receive and review demands for personnel (use estimates from damage reports if necessary).
- ☐ Work with the planning Section to identify the personnel needs which exceed the supply of city employees.

Personnel Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ If personnel needs cannot be met by the City employees or volunteer disaster service workers, request help through the County EOC.
- ☐ ☐ Assign personnel received from sources outside the City.

After an Emergency

- ☐ ☐ Assemble and check financial records; forward to Finance.
- ☐ ☐ Gather all non-financial records; forward to Situation Analysis in the Planning Section.
- ☐ ☐ Make suggestions for changes to Personnel Unit and forward to Logistics Chief.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Supply

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Supply Unit Annex

I. INTRODUCTION

During an emergency, certain critical items may be in short supply. This annex describes policies and procedures for getting and distributing the supplies that are needed to support emergency operations.

In the City of Napa, Supply is the responsibility of the storekeeper and Purchasing Assistant.

For a list of suppliers, see Part Three, the Resource List.

II. OBJECTIVES

- A. Locate, procure, store and maintain supplies and equipment.
- B. Arrange for essential services.
- C. Maintain records on all transactions and certify payment to vendors.

III. PHASES OF THE EMERGENCY

A. Before

Before an emergency, prepare plans, procedures and checklists detailing the supply of resources in an emergency. Provide for coordination and communication with government and private organizations that normally provide commodities. Prepare and maintain resource lists.

If a situation such as the forecast of a flood warrants an increase in readiness, check all documents and suppliers again to make sure your information is current.

B. During

1. Warning phase

If people must be evacuated, work with the Transportation Coordinator to deliver needed supplies to reception areas.

2. Impact phase

Provide needed supplies according to the priorities in the Basic Plan. Use the response checklists to guide your actions.

C. After (recovery)

Although the nature of the needed supplies may change, certain emergency supplies may be needed for weeks or even months. Again, use the response checklists to guide your actions.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

The responsibilities of the Supply Unit Leader will encompass the ordering and distribution of all supplies that are not specialized. Specialized equipment and supplies ordered by Fire, Law, Public Works and EMS will be ordered by those respective agencies.

B. County (Operational Area)

The Operational Area Supply Coordinator will coordinate countywide supply operations. Requests for mutual aid will require support from those agencies making the requests for Mutual Aid.

C. Mutual Aid Region

The Mutual Aid Region Resource Coordinators, who are under the California Office of Emergency Services Regional Manager, will be selected by representatives of certain state agencies and will be responsible for coordinating appropriate resources and/or support activities. (Assignments will depend on the regional availability of State agency representatives.)

The Coordinators will coordinate operations within their respective areas of

Supply Unit Annex

interest. All relevant information and request for supplies will be submitted to the appropriate State Resource Coordinators.

D. State

The State Office of Emergency Services Director or a designated representative, will coordinate statewide resources and support operations.

The state agencies listed below have varied capabilities and responsibilities for providing, or coordinating the provision of, resources and support services:

1. Department of General Services (Office of Procurement): Principal Supply/Procurement
2. Department of Food and Agriculture: Food
3. Department of Fish and Game: Food support
4. Energy Commission: Fuel
5. Department of Conservation: Fuel support

E. Federal

During peacetime emergencies, certain federal agencies can provide resources and support to state and local governments under separate statutory authorities. Following the Presidential Declaration of an Emergency or Major Disaster, assistance provided by federal agencies will be coordinated by the designated Federal Coordinating Officer.

V. POLICIES AND PROCEDURES

- A. Local governments will receive and distribute supplies and implement control procedures so that basic human needs are met.
- B. Use prescribed procurement, contracting, and claim procedures so that emergency

costs can be documented for reimbursement. This is very important. See the Finance annex for more information.

- C. During a local emergency, get supplies from the usual wholesale and retail outlets.
- D. Use local sources before requesting supplies from other jurisdictions.
- E. During an emergency, the Supply Unit Leader will inventory and safeguard the supplies on hand.
- F. Each emergency function will determine its requirements and make requests to the Supply Unit Leader.
- G. Requirements which cannot be met locally will be referred to the County Operational Area Supply Coordinator.

Supply Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Keep an updated list of the kinds of resources that you would not be able to find in the yellow pages.
- ☐ ☐ If possible, purchase and store certain essential supplies, such as sandbags.

During an Emergency - warning phase

- ☐ ☐ Check availability and location of equipment, and essential supplies.
- ☐ ☐ Review plans and status of situation and water supply measures and equipment.
- ☐ ☐ Prepare to stock shelters (Care and Shelter)
- ☐ ☐ Place supply personnel on stand by.

During an Emergency - impact phase

- ☐ ☐ Go to the Emergency Operations Center.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Locate, procure, store, maintain, and distribute supplies and equipment.
- ☐ ☐ Arrange for essential services.
- ☐ ☐ Maintain records on all transactions and certify payment to vendors.
- ☐ ☐ Render assistance when required to other jurisdictions.
- ☐ ☐ During a local emergency, procure supplies from the usual wholesale and retail outlets.
- ☐ ☐ Make maximum use of local sources before requesting supplies from other jurisdictions.
- ☐ ☐ Inventory the supplies on hand and take necessary steps to safeguard them.

Supply Unit Annex

CHECKLIST FOR ALL DISASTER, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Respond to requests from each emergency function.
- ☐ ☐ During an emergency declared by the State or Federal Government, supplies will be procured in accordance with the California State Procurement plan. Supply is to be guided by State policies.
- ☐ ☐ Check with Operations to determine emergency resource and support requirements.
- ☐ ☐ Mobilize supply personnel.
- ☐ ☐ Determine material needs and stockpile essential items in accessible areas.
- ☐ ☐ Help move resources and supplies from hazard areas.
- ☐ ☐ Allocate supplies according to established priorities.
- ☐ ☐ Coordinate distribution of water if needed.
- ☐ ☐ Request assistance from the Operational Area Supply Coordinator, as required.
- ☐ ☐ Make sure fuel is available for vehicles and generators.

After an Emergency

- ☐ ☐ Recover as many resources as possible.
- ☐ ☐ Review problems that occurred during the emergency.
- ☐ ☐ Take corrective action.
- ☐ ☐ Assemble and check financial records; forward to Finance.
- ☐ ☐ Make suggestions for changes to Supply Unit and forward to Logistics Chief.

Completed by _____
Date __/__/__ Operational Period ____-____

Facilities

Facilities Unit Annex

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I. INTRODUCTION

During a disaster, numerous facilities may be required to support the needs of the incident operations, including feeding and sleeping areas, portable kitchens and sanitation/shower areas.

The Facilities Unit has the task of procuring the needed facilities and providing the needed maintenance and security for those facilities.

In the City of Napa, the Facilities Unit is staffed by the Building Department Property Manager or alternate.

II. OBJECTIVES

- A. Assess the usability of existing City facilities after the disaster.
- B. Support mass care efforts with Care and Shelter unit.
- C. Provide for maintenance and security of incident operation facilities.
- D. Procure needed facilities to support incident operations.

III. PHASES OF THE EMERGENCY

Depending on the nature of the disaster, Facilities may be in full swing before, during and long after the event. Use the checklists to guide your response actions.

A. Before the Emergency

During this phase, prepare plans, procedures, and checklists that will guide the disposition of public and private resources in an emergency. Plans and procedures for coordination and communication with government agencies and private sector facility resources. Prepare and maintain resource lists.

Identify facilities and structures required to support emergency operations.

If a situation such as an approaching storm warrants an increase in readiness, review and update documents, check facilities, supplies and equipment and alert resource suppliers and emergency personnel.

B. During the emergency

1. Warning phase

Mobilize staff and assess/inventory existing facilities. Begin to coordinate with Care and Shelter to procure needed facilities.

2. Impact phase

Assess damage to existing facilities and coordinate with Public Works for preparation. Procure needed facilities to support incident operations. Provide for set up and maintenance and consider security needs.

C. After (Recovery)

Initiate demobilization of unneeded facilities as soon as possible.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City of Napa

1. Establish, maintain and demobilize all facilities used in support of City operations.

B. County (Operational Area)

1. The County Operational Area will be responsible for:
 - a) Surveying proposed shelters.
 - b) Responding to requests for facility resources from the City.
 - c) Submitting requests to the Mutual Aid region for additional resources

C. State

The State Office of Emergency Services Director or a designated representative, will coordinate statewide resources and support operations.

1. The California Department of Forestry may assist with the Provision of feeding and support facilities to incidents when requested.

V. POLICIES AND PROCEDURES

- A. The City of Napa is responsible for receiving and implementing ordered facilities and for their timely release.
- B. Use prescribed procurement, contracting, and claim procedures so that emergency costs can be documented for reimbursement. This is very important. See the Finance Annex for more information.
- C. Use local sources before requesting facilities and support from other jurisdictions.
- D. Provide for maintenance, sanitation, and lighting of facilities where appropriate.
- E. Each emergency function will determine it's requirements and make requests to the Facilities leader.
- F. Requirements which cannot be met locally will be referred to the County Operational area.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ Identify probable facility needs for various situations.
- ☐ Identify sources of facility suppliers.
- ☐ Confirm contracts and/or agreements through the Finance Section.

During an Emergency

- ☐ Read this entire checklist.
- ☐ Identify yourself by putting on the name tag with your title and signing in on the organizational chart.
- ☐ Obtain briefing from Logistics Section Chief.
- ☐ Maintain a Unit Event Log.
- ☐ Mobilize Facilities Personnel.
- ☐ Determine priorities for Facilities activities.
- ☐ Coordinate with Operations-Public Works on repair of existing needed facilities.
- ☐ Receive a copy of the action plan.
- ☐ Assess the requirements for facilities to support incident operations:
 - ☐ Feeding
 - ☐ Sleep areas
 - ☐ Sanitation/showers
 - ☐ Staging areas
 - ☐ Other needs
- ☐ Coordinate with Care and Shelter on required facilities for incident operations that may be duplicated in that unit.
- ☐ Determine requirements for each facility to be established.
- ☐ Coordinate with Operations on location and facility needs of staging areas.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Request assistance from County Operational Area-Logistics, as needed.
- ☐ ☐ Maintain records on all transactions and certify payment to vendors.
- ☐ ☐ Make maximum use of local sources before requesting resources from other jurisdictions.
- ☐ ☐ Verify that facilities are being established in safe areas.
- ☐ ☐ Provide for lighting in facility areas.
- ☐ ☐ Provide for maintenance of facility areas.
- ☐ ☐ Provide for security of facility areas.
- ☐ ☐ Distribute and install chemical toilets at shelters and other key facilities as needed.
- ☐ ☐ Notify Logistics Section Chief of activities in the Facilities Unit.
- ☐ ☐ Provide information to Public Information Officer on public facilities.

After an Emergency

- ☐ ☐ Continue to operate and maintain established facilities until they are no longer needed.
- ☐ ☐ Demobilize facilities as soon as possible when they are no longer needed.
- ☐ ☐ Consider relocating facilities that proved to be in a bad location.
- ☐ ☐ Assemble and check financial records; forward to Finance.
- ☐ ☐ Make suggestions for corrections or changes to the Facilities Annex and forward to the Logistics Chief.

Completed by _____
Date __/__/__ Operational Period ____-____

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Check key facilities, public works yard and other facilities to determine the extent of damage and ability to operate—coordinate with Public Works/Damage Assessment.
- ☐ ☐ Provide alternate communications where needed.
- ☐ ☐ Move equipment under cover to open areas to prevent damage from aftershocks.

Completed by _____
Date __/__/__ Operational Period ____-____

Finance

The Finance Section determines the cost of the emergency, and includes the following annexes:

- Finance Section Chief:

Directs the Finance Section.

- Cost:

Tracks, summarizes and reports all costs associated with the disaster.

- Time:

Keeps personnel and equipment time records.

- Claims

Documents, investigates and resolves claims.

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IV. ORGANIZATION AND RESPONSIBILITIES_____	504
V .RESPONSE CHECKLISTS_____	505

Finance Section Chief Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Finance Section Chief within the Incident Command System (ICS).

The position of Finance Section Chief is filled by the Finance Director or designate.

II. OBJECTIVE

- A. Coordinate the emergency operations of the Units in the Finance Section. (Cost, Time and Claims)
- B. Activate the Finance element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Finance Section. Any weaknesses in them shall be corrected through the City Manager.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact those individuals who could be managing the Finance Section Units and ensure that they review their checklist and Emergency Plans.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

- 1. Continue to coordinate the activities of the Finance Section until all Units have returned to normal operations.
- 2. Work with OES to coordinate the recovery of disaster costs.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Finance Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Finance Section Chief will be responsible for:

- 1. Coordinating the Finance Section Units.
- 2. Ensuring that all obligation documents initiated during the disaster are properly prepared and completed.
- 3. Providing input in all planning sessions on financial and cost analysis matters.
- 4. Keeping the Director of Emergency Services informed of Finance Section activities.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Make sure the "before" checklist items are updated in all Finance Section annexes.
- ☐ ☐ Become familiar with the procedures for Disaster Assistance.
- ☐ ☐ Make sure necessary forms are developed.
- ☐ ☐ Make sure personnel resource lists are up to date.
- ☐ ☐ Update emergency supplier vendor list.
- ☐ ☐ Develop/update contracts for services to be initiated during emergencies.

During an Emergency

- ☐ ☐ Go the Emergency Operations Center if activated.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the Organizational Chart.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Obtain a briefing from Director of Emergency Services.
- ☐ ☐ Attend planning meeting to gather information on overall strategy.
- ☐ ☐ Activate Finance Section Units as needed:
 - ☐ Cost
 - ☐ Time
 - ☐ Claims
- ☐ ☐ Keep accurate records of all financial costs of the incident.
- ☐ ☐ Re-check this checklist.
- ☐ ☐ Work with the Director of Emergency Services to make sure the Incident Action Plan provides for financial and cost analysis.
- ☐ ☐ Maintain contact with agency(s) regarding financial matters.

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Properly prepare and complete all financial obligation documents.
- ☐ ☐ Develop standby plans and agreements. (Use a simplified contract that outlines the scope of work and provide plans, specifications, and requisition forms for material, equipment, and labor, as well as standard contract terms regarding costs and procedures).

After an Emergency

- ☐ ☐ Make sure the Cost Unit submits a final report to the Director of Emergency Services.
- ☐ ☐ Contact Section Chiefs to obtain completed Employee Payroll (Green) sheets when desired.
- ☐ ☐ For those departments involved in the recovery from the emergency, the requirement for time recording extends through the recovery.
- ☐ ☐ Before demobilization establish a plan to follow through with all business management issues.
- ☐ ☐ Before demobilizing, make sure that all logs and forms are:
 - ☐ Complete
 - ☐ Current
 - ☐ Routed correctly for post-incident processing.
- ☐ ☐ Check financial and non-financial records; forward to the Director of Emergency Services.

Completed by _____
Date __/__/__ Operational Period ____-____

Cost

Cost Unit Annex

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III. ORGANIZATIONS AND RESPONSIBILITIES	
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B. State_____	512
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V. EMERGENCY COST ACCUMULATION SYSTEM_____	513
VI. DAILY ACTIVITY REPORT_____	514
VII. SUMMARY SHEETS_____	515
VIII. AUTHORITIES AND REFERENCES_____	515
IX. RESPONSE CHECKLISTS_____	516

I. INTRODUCTION

A single disaster can cost the City millions of dollars. The State and Federal governments will reimburse the City for most of these costs — if the City can provide accurate documentation. Determining a final cost figure can be a difficult and time consuming task, but it is a very important one. This annex will guide those who have the task of answering the question, "What did it cost?"

II. OBJECTIVES

- A. Accumulate and report all costs of disaster response and recovery.
- B. Obtain maximum state and federal reimbursement of eligible costs.
- C. Help departments justify budget overruns related to the emergency.

III. ORGANIZATIONS AND RESPONSIBILITIES

- A. Within the Incident Command System, the Cost Unit reports to the Finance Section Chief.

When a disaster occurs the Cost Unit will be responsible for:

1. Determining accurate cost figures for the disaster.
2. Working with individual City departments on disaster reimbursement from the State and FEMA.

B. State

1. State Office of Emergency Services

Responds to claims from the City, verifies documentation, and coordinates payment of claims.

2. Department of Finance

Follows up on payments, and audits financial records from the disaster.

IV. POLICIES AND PROCEDURES

A. Staffing

The cost Unit is headed by an accountant selected specifically for cost accounting ability.

B. Responsibilities

1. Maintain an accurate record of all costs incurred in responding to and recovery from the emergency.
2. Provide the Finance Section Chief with a daily update of total costs of response and estimated loss.
3. Immediately upon briefing by the Finance Section Chief, the Cost Unit leader will establish a network to obtain the following information, at least daily:
 - a) Personnel cost of response (from Time Unit).
 - b) Cost for use of agency owned or controlled equipment (from Time Annex)
 - c) Cost for use of rented/hired equipment (from Supply or using agency - be careful not to count twice if reported from both sources).
 - d) Cost of supplies purchased for the response (from Supply).
 - e) Cost of owned supplies consumed in the response (from responding department).
 - f) Estimates of general damage in the community, to support a state or federal declaration (from Situation Analysis or Damage Assessment).

4. During the response phase, report costs and losses to the Finance Section leader in the following format:

- a) Cost of Response
- b) Department damage or loss.
- c) Community/area damage or loss.

5. At the completion of the response phase, the Cost Unit will prepare a report of the total cost of the response, by department/budget unit, and submit a final report to the Finance Section Chief.

6. Should a Presidential Declaration be issued and the City become eligible for public assistance under Public Law 93-288 (Disaster Relief Act of 1974), the cost unit will coordinate with each department, all City claims for such assistance. This will include the preparation of project applications, review of Damage Survey Reports (DSRs), requests for advances, and final audit.

7. Throughout the recovery phase, the cost unit will monitor and record all costs of recovery and relate to those costs to Damage Survey Reports (DSRs) for claiming or matching with approved claims. The cost unit leader will meet with accounting personnel from departments involved in the recovery at least quarterly until recovery is complete and all costs have been reported.

- C. Staffing for the Cost and Time Units will be drawn from the Finance Department.

V. EMERGENCY COST ACCUMULATION SYSTEM

A. Purpose

To account for the cost involved in responding to an emergency situation or during extended emergency operations:

1. To claim reimbursement of allowable costs from State and Federal government;
2. To report total costs of responding to an emergency for cost reporting, statistical information and budget justification.

B. Background

State and Federal governments provide funding for disaster related repair of public roadways, bridges, facilities and structures, and property owned by non-profit corporations.

1. The type and amount of aid is based on the level of disaster declaration (local emergency, State Emergency, or Presidential Disaster Declaration). Without a Presidential (Federal) declaration, reimbursement is generally available only for permanent restoration and repair of public real property. With a Presidential Declaration, a whole range of services/aid become available to government, business, and individuals, including flood fighting and debris clearance.

2. The two activities for which reimbursement may be available and, therefore, costs should be accumulated are response and recovery.

- a) Response refers to those actions taken during and/or immediately following the disaster or event to protect life and property and minimize human suffering. Response involves emergency agencies, public service agencies and volunteer agencies (Red Cross, Salvation Army, and others).

- b) Recovery is the clean-up, repair, and/or replacement of damaged facilities, buildings, roads, homes, etc. Recovery assistance is not only available to government, but for business and individuals

through loan programs, insurance, grants, etc. Only rarely will public funds be spent to repair privately owned facilities, and then it is limited to certain private non-profit agencies and public utilities.

C. Costs To Report

Generally, any cost that is incurred specifically for response to or recovery from a disaster (emergency situation) should be reported. Even if the cost is later determined not eligible for Federal/State reimbursement, the documentation will aid in justifying a budget over run or modification.

1. All City Departments may incur some costs as a result of the emergency:

- a) The cost of repairing or replacing equipment or consumable supplies damaged or destroyed by the emergency situation (not in responding to it). Federal and State funding provide for the repair only to pre-emergency condition (no upgrade). Whenever possible replacement should consider surplus property or other used equipment. Replacement of consumable supplies is generally limited to a 30-day supply unless the Federal Emergency Management Agency (FEMA), Region IX approves a larger amount. All reimbursement is for the uninsured loss.
- b) The cost of departmental personnel doing abnormal work (such as cleaning up, sandbagging, site security, working in the Emergency Operations Center, etc.).

A. Documenting Costs

The Cost Documentation package has the forms and detailed instructions for documenting costs.

1. The Time and Expense Report is completed by the field supervisor (one report for each work location for day or partial day that work is done at that site).

2. Departmental office personnel post the time and Expense Reports to the Summary by site or location number.

- a) The summary by site or location number, which should be subtotaled weekly and posted to the weekly summary of the disaster, is totaled when the work on a particular site or location is completed. This is the source document for any reimbursement claim.

- b) The weekly summary is a running total of all costs of the disaster.

VI. DAILY ACTIVITY REPORT

This report is designed to be prepared by the on site/field supervisor with only minimum office clerical staff work.

A. Labor

1. Rate may be filled in and extension made by office clerical staff. (Only the hourly labor rate is reimbursable — no benefits, overhead or taxes).
2. Job title should be specific as possible (if equipment operator or truck driver, state specific type of equipment).
3. The hours reported should be reconcilable with payroll time sheets.
4. Up to two levels of supervision may be included (for example, crew members, crew chief, and supervisor of crews).

B. Equipment:

1. Although rates of reimbursement may be lower than equipment costs, list full equipment rates.

2. City owned equipment should be supported with some type of "time ticket" from the equipment pool or method used to charge for in-house (force) jobs.
3. Leased equipment charges should be supported by invoice.
4. Reconcile equipment hours with operator hours and explain any differences.

C. Materials:

1. The unit of each used (gallons, tons, etc.).
2. All material should be documented by invoice, stores issue document, etc.
3. Shop stocks used should be documented by date received into inventory and date delivered to job/disaster site. Price is based on last purchase unless a special replacement purchase is made.
4. Documentation as to who ordered the purchase and the purpose should be stated on the purchase order.

VII. SUMMARY SHEETS

Daily Activity Reports are posted to the Summary by disaster job/site/location which is subtotaled weekly to update the City weekly summary of disaster related costs.

Because of time constraints for reporting applicable costs to the State Office of Emergency Services (every 24 hours), daily activity reports must be submitted to the office of primary responsibility by 10:00 A.M. of the next business day.

The office of primary responsibility must post Daily Activity Reports to the Summary promptly so that summaries can be totaled and reported without undue delay.

VIII. AUTHORITIES AND REFERENCES

B. Federal Disaster Assistance Program.

1. DR&R1 - Handbook for Applicants.
2. DR&R2 - Eligibility Handbook.

Cost Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Become familiar with the procedures for Disaster Assistance.
- ☐ ☐ Develop forms for recording all costs.
- ☐ ☐ Be prepared to provide necessary forms (with instructions) to the Emergency Response Organization.

During an Emergency

- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Obtain briefing from the Finance Section Chief.
- ☐ ☐ Establish a network to obtain the following information, at least daily.
 - ☐ Personnel cost of response (from Time Unit).
 - ☐ Cost for use of agency owned or controlled equipment (from Time Unit).
 - ☐ Cost for use of rented/hired equipment (from Supply or using agency - be careful not to count twice if reported from both sources.)
 - ☐ Cost of supplies purchased for the response (from Supply).
 - ☐ Cost of owned supplies consumed in the response (from responding agency).
 - ☐ Estimates of general damage in the community, to support a state or federal declaration from Planning.
- ☐ ☐ Prepare incident cost summaries.
- ☐ ☐ Prepare cost estimates for planning.
- ☐ ☐ Make recommendations for cost savings to Finance Section Chief.
- ☐ ☐ Maintain cumulative incident cost records.
- ☐ ☐ Maintain an accurate record of all costs incurred in responding to and recovery from the emergency.
- ☐ ☐ Provide the Director of Emergency Services with a daily update of total costs of response and estimated loss. (See the cost accumulation system for sample forms and instructions).

Cost Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ During the response phase, report costs and losses to the Finance Section Chief in the following format:

- ☐ Cost of Response
- ☐ Department damage or loss
- ☐ Community/area damage or loss

After an Emergency

- ☐ ☐ At the completion of the response phase, prepare a report of the total cost of the response, by department/budget unit.
- ☐ ☐ Submit a final report to the Finance Section Chief.
- ☐ ☐ Should a Presidential Declaration be issued, coordinate all City claims for such assistance. This will include:
- ☐ The preparation of project applications.
 - ☐ The review of Damage Survey Reports (DSRs).
 - ☐ Requests for advances.
 - ☐ The final audit.
- ☐ ☐ Throughout the recovery phase, monitor and record all costs of recovery and relate those costs to damage survey reports (DSRs) for claiming or matching with approved claims.
- ☐ ☐ Meet with personnel from departments involved in the recovery at least quarterly until recovery is complete and all costs have been reported.

Completed by _____
Date __/__/__ Operational Period ____-____

Time

Time Unit Annex

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IV. RESPONSE CHECKLISTS_____	523

Time Unit Annex

I. INTRODUCTION

The Time Unit is responsible for maintaining an accurate record of payroll time for all specially hired emergency response workers and for ensuring that a record of all personnel time and equipment cost for the response is maintained.

II. ORGANIZATION AND RESPONSIBILITIES

Within the Incident Command System, the Time Unit reports to the Finance Section Chief.

When a disaster occurs the Time Unit will be responsible for:

1. Ensuring that all employees responding to an emergency are advised of how to record all hours worked correctly, accurately and in the right index code.
2. Ensuring that all costs associated with an emergency response are recorded correctly, accurately and in the right index code.
3. Keeping the Finance Section Chief informed of Time Unit activities.

III. POLICIES AND PROCEDURES

A. Staffing

The Time Unit is headed by an individual appointed by the Finance Section Chief.

B. Contact liaisons

Immediately upon briefing by the Finance Section Chief, the Time Unit leader will contact each department with a disaster response mission and remind them that all time worked and all city equipment deployed in direct response to the emergency must be recorded daily and reported bi-weekly.

C. Time recorders

Time recorders responsible to the Time Unit may be appointed in departments with significant numbers of personnel involved in the response. While these departmental time recorders may be regular employees of the department they are serving, they will be responsible to the Time Unit for the duration of the response.

D. Temporary workers

If temporary emergency workers are recruited, it is the responsibility of the recruiting department to account for their time and report to the finance section.

E. Notify departments

All city departments will be notified that time lost because of an emergency or time spent by employees in disaster response should be reported to the Time Unit.

F. Payroll time reporting

The Time Unit will extend time and rate information and provide the extended data to the Cost Unit.

G. Duration of time reporting

For those departments involved in the recovery from the emergency, the requirement for time recording extends through the recovery.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Become familiar with the procedures for disaster time keeping.
- ☐ ☐ Make sure necessary forms are developed.
- ☐ ☐ Be prepared to provide forms (with instructions) to the Emergency Response Organization.

During an Emergency

- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Obtain briefing from Finance Section Chief.
- ☐ ☐ Contact each department with a disaster response mission and remind them that all time worked and all city equipment deployed in direct response to the emergency must be reported daily.
- ☐ ☐ Maintain an accurate record of payroll for all specially hired emergency response workers.
- ☐ ☐ Establish and maintain a file for employee time reports. For each person, it should include:
 - ☐ Correct identification.
 - ☐ Specific pay provisions.
 - ☐ Hours worked.
 - ☐ Travel.
 - ☐ Termination of involvement in the incident.
- ☐ ☐ Keep time records for each shift.
- ☐ ☐ Make sure time reports are appropriately signed.
- ☐ ☐ Close out a person's time records before he or she leaves the incident.
- ☐ ☐ Time recorders responsible to the Time Unit may be appointed to departments with significant numbers of personnel involved in the response. These departmental time recorders will be responsible to the Time Unit for the duration of the response.
- ☐ ☐ If temporary emergency service workers are recruited, verify that the recruiting departments are accounting for their time and that the information is forwarded to the finance section.

Time Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- ☐ ☐ Ensure that a record is maintained of all equipment time for the response. Obtain a daily report of all equipment employed in the response and the time that equipment is used (include maintenance and rented equipment).
- ☐ ☐ Notify all city departments that time lost because of an emergency or time spent by employees in disaster response should be reported to the Time Unit.
- ☐ ☐ Daily, extend time and rate information and provide the extended data to the Cost Unit.

After an Emergency

- ☐ ☐ For those departments involved in the recovery from the emergency, the requirement for time recording extends through the recovery.

Completed by _____
Date __/__/__ Operational Period ____-____

Claims

Claims Unit Annex

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V. RESPONSE CHECKLISTS_____	533

I. INTRODUCTION

The Claims Unit is responsible for handling all claims related activities, including injury, for the disaster.

The Claims Unit will also assist City and agency personnel in preparing and submitting disaster claims to State and Federal authorities. In this capacity, the Claims Unit will work closely with the County Office of Emergency Services.

II. OBJECTIVE

- A. Handle all claims related activities for the disaster.
- B. Assist with preparation and submission of disaster claims to State and Federal authorities.

III. POLICIES AND PROCEDURES

A. Staffing

The Claims Unit is headed by an accountant appointed by the Finance Section Chief. Risk Management will be consulted to make certain all potential sources of funds are located. The Risk Manager will handle injury claims.

IV. ORGANIZATION AND RESPONSIBILITIES

Within the Incident Command System, the Claims Unit reports to the Financial Section Chief.

When a disaster occurs the Claims Unit will be responsible for:

A. Property Claims

- 1. Develop and maintain a log of potential claims.
- 2. Initiate investigation on all claims other than personal injury.

- 3. Coordinate with investigation team as necessary.
- 4. Document any incomplete investigations.
- 5. Document follow-up needs.
- 6. Keep the Finance Section Chief informed of Claims Unit activities.

B. Injury Claims

- 1. Receive or make reports of injury claims on state Fund forms.
- 2. Document all injuries.
- 3. Submit reports to State Fund, (not City carrier) according to Workers Compensation laws.

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- ☐ ☐ Become familiar with the procedures for Disaster Claims.
- ☐ ☐ Make sure the forms are in stock and easily accessible.

During an Emergency

- ☐ ☐ Report to the Emergency Operations Center if activated.
- ☐ ☐ Identify yourself by putting on the name tag with your title and signing in on the Organizational Chart.
- ☐ ☐ Obtain a briefing from the Finance Section Chief.
- ☐ ☐ Read this entire checklist.
- ☐ ☐ Maintain a Unit Event Log.
- ☐ ☐ Contact each department with a disaster response mission and remind them that all disaster related claims must be specifically marked.
- ☐ ☐ Develop and maintain a log of potential claims.
- ☐ ☐ Document all potential claims resulting from the emergency including workers' compensation claims. All City Employees become Disaster Service Workers under declared disaster conditions.
- ☐ ☐ Initiate an investigation on all claims other than personal injury.
- ☐ ☐ Document any incomplete investigations.
- ☐ ☐ Obtain witness statements regarding claims.
- ☐ ☐ Periodically review logs and forms produced by your unit to ensure:
 - ☐ Completeness
 - ☐ Accuracy
 - ☐ Timeliness
 - ☐ Compliance with procedures and policies.
- ☐ ☐ Keep Finance Section Chief briefed on Unit activities.

Claims Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOT

- ☐ ☐ Forward copies of the disaster claims to the Cost Unit.
- ☐ ☐ Work closely with the County Office of Emergency Services in assisting in the preparation of Federal and State Disaster Claims.

After an Emergency

- ☐ ☐ Before demobilizing, make sure that all logs and forms are:
 - ☐ Complete
 - ☐ Current
 - ☐ Routed correctly for post-incident processing.
- ☐ ☐ Investigate all potential claims resulting from the emergency.
- ☐ ☐ Resolve all potential claims resulting from the emergency.

Completed by _____
Date __/__/__ Operational Period ____-____

Part III

Resources

CITY OF NAPA

EMERGENCY OPERATIONS CENTER

Telephone Directory

PHONE NUMBER	TITLE
258-7801	E.O.C. Director of Emergency Services
258-7802	E.O.C. Coordinator
258-7803	E.O.C. Liaison
258-7804	Public Information Officer
258-7805	E.O.C. Planning x 7731
258-7806	E.O.C. Logistics x 7733
258-7808	E.O.C. Finance Officer x7756
258-7809	E.O.C. ESM
258-7815	E.O.C. Legal
258-7816	E.O.C. Main Fax Machine
257-9594	E.O.C. Operations Chief
258-7810	E.O.C. Operations Center (Public Works Department)
258-7811	E.O.C. Operations Center (Fire Department)
258-7812	E.O.C. Operations Center (Police Department)
258-7813	E.O.C. Public Information Office (Information Answering Machine)
258-7814	E.O.C. Public Information Office (Fax Machine)
258-7817	E.O.C. Public Information Office (Main Direct Number)
257-9371	E.O.C. Security/Support x 7371

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NAPA COUNTY
EMERGENCY OPERATIONS CENTER
TELEPHONE DIRECTORY

NAME/LOCATION	PHONE	NAME/LOCATION	PHONE
COMMAND		PUBLIC INFORMATION	
EOC MANAGER-OASIS	252-2801	PIO-PRIVATE LINE	259-8267
COMMAND-JAY HULL	259-8288	PIO-PUBLIC LINE	259-8303
COMMAND-JOHN VOLPI	259-8299	PIO-PUBLIC LINE	259-8302
COMMAND	259-8261	PIO-FAX	259-8304
		PIO-ROAD CONDITIONS	259-8311
OPERATIONS		MISCELLANEOUS	
OPERATIONS	253-4836		
OPERATIONS	259-8296		252-2800
OPERATIONS	259-8297	JOHN VOLPI -OASIS	252-2802
OPERATIONS	259-8128	GARY SIMPSON -OASIS	252-2803
OPERATIONS	2598129		252-2804
OPERATIONS	259-8260	OASIS FOR MODEM	252-2805
OPERATIONS	259-8262	CONFERENCE ROOM	259-8323
		CONFERENCE ROOM	259-8324
		CONFERENCE ROOM	259-8325
PLANNING			
PLANNING	259-8292		
PLANNING	259-8293		
PLANNING	259-8294		
PLANNING	259-8295		
PLANNING	259-8258		
PLANNING	259-8259		
LOGISTICS			
LOGISTICS	259-8300		
LOGISTICS	259-8130		
LOGISTICS	259-8131		
LOGISTICS	259-8265		
LOGISTICS	259-8266		
FINANCE			
FINANCE	259-8263		
FINANCE	259-8264		

EOC

Staffing

EOC STAFFING RESOURCES BY TITLE

(Positions should be filled as prioritized, when possible.)

1. Director of Emergency Services

- A. City Manager
- B. Chief of Police
- C. Fire Chief
- D. Assistant City Manager

2. Emergency Services Manager

- A. Fire Chief
- B. Chief of Police
- C. Fire Department Division Chief
- D. Police Department Deputy Chief
- E. Fire Department Battalion Chief
- F. Police Department Patrol Commander

3. Legal Advisor

- A. City Attorney
- B. Assistant City Attorney
- C. Refer to Continuity of Government Document

4. Public Information Officer

- A. City Clerk
- B. Housing Director
- C. Code Enforcement Officer
- D. Housing Dept. Administrative Assistant
- E. Deputy City Clerk
- F. Finance Collections Supervisor

5. Liaison

- A. Fire Department Administrative Services Officer
- B. Police Department Administrative Assistant
- C. Community Resources Administrative Assistant
- D. Redevelopment Coordinator
- E. Community Resources Recreation Supervisor

6. EOC Security/Support

- A. Youth Services Department Sergeant
- B. Investigations Community Services Officer
- C. Community Services Officer
- D. Parking Enforcement Officer

7. Operations

A. Chief

- 1) Fire Department Division Chief
- 2) Police Department Deputy Chief
- 3) Fire Department Battalion Chief
- 4) Police Department Patrol Commander
- 5) Public Works Director

B. Deputy Operations-Fire

- 1) Fire Battalion Chief
- 2) Fire Captain

C. Deputy Operations-Police

- 1) Patrol Commander
- 2) Field Sergeant

D. Deputy Operations-Public Works

- 1) Public Works Director
- 2) Assistant Public Works Director
- 3) Streets/Electrical Manager

E. Communications Supervisor

- 1) Telecommunications Specialist
- 2) Telecommunications Technician
- 3) Public Works Electrician

8. Planning

A. Planning Chief

- 1) Planning Department Director
- 2) Fire Department Representative
- 3) Principal Planner
- 4) Associate Planner

B. Situation Status Unit

- 1) Civil Engineer
- 2) Assistant Planner
- 3) Planning Aid
- 4) Engineering Assistant
- 5) GIS Coordinator

C. Resource Status Unit

- 1) Assistant Planner
- 2) Planning Aid
- 3) Fire Department Representative

D. Damage Assessment Unit

- 1) Chief Building Inspector
- 2) Building Inspector
- 3) Construction Inspector

E. Demobilization Unit

- 1) Planning Chief or designate

F. Documentation Unit

- 1) Planning Department Secretary
- 2) Planning Office Assistant

9. Logistics

A. Logistics Chief

- 1) Community Resources Director
- 2) Recreation Superintendent
- 3) Parks Superintendent
- 4) Fire Department Administrative Assistant

B. Supply

- 1) Storekeeper
- 2) Purchasing Assistant

C. Facilities

- 1) Building Department Property Manager
- 2) Building Department Administrative/ Annexation Assistant

D. Personnel

- 1) Personnel Director
- 2) Personnel Department Representative

E. Transportation

- 1) Fleet Manager
- 2) Fleet Shop Supervisor
- 3) Equipment Mechanic

G. Care/Shelter

- 1) Community Resources Administrative Assistant
- 2) Housing Programs Coordinator

10. Finance

A. Finance Chief

- 1) Finance Director
- 2) Controller
- 3) Accounting Supervisor
- 4) Revenue Supervisor

B. Time Unit

- 1) Finance Section Personnel

C. Cost Unit

- 1) Finance Section Personnel

D. Claims Unit

- 1) Finance Section Personnel

CITY OF NAPA
INTER-OFFICE MEMO

TO: Tim Borman
FROM: Pam Means-Nigliazzo *PNW*
DATE: 9/17/97
SUBJECT: Order of Succession
Public Information Officers

*PIO Center phone number
258-7813
258-7817*

Tim - as requested the following is the order of succession at the point which the Public Information Branch is activated.

1. Pamyla Means-Nigliazzo 257-9503 work
252-4295 home
491-0843 pager
2. Peter Dreier 257-9543 work
257-3630 home
3. Susan Gildea 257-9590 work
255-8509 home
4. Jennie Gomez 257-9543 work
226-2531 home
5. Lisa Harper 257-9503 work
864-5472 home
6. Linda McDade 257-9507 work
258-8941 home

cc: Employees

**CITY OF NAPA
PUBLIC INFORMATION OFFICE
RESOURCE LIST**

"PIO Staff"

PIO Phone Numbers:

257-9503
257-9500
257-9534 (fax)

PIO "EOC" Location & Phone Numbers:

Police Department Building - Ground Floor
1539 First Street, Room 126
258-7813 (24-hour recording)
258-7817 (PIO Center)
258-7874 (Fax)

Public Information Officers:

Pam Means-Nigliazzo	252-4295	7870	(Pager - 491-0843)
Peter Dreier	257-3630	7547	

Assistants:

Susan Gildea	255-8509	7797
Jenny Gomez	226-2531	7833

PIO Center Supervisors:

Lisa Harper	864-5472	7703
Linda McDade	258-8941	7507

PIO Center Staff:

Marjet Busby-Wright	253-7860	7862	Penny Libonati	224-3074	7716
Jackie Carbone	252-7640	7742	LeAnna Massey	257-6513	7721
Anita Castellano-O'Gara	226-3918	7364	Kevin Miller	259-5308	7552
Terri Duban	259-0729	7902	Paula O'Rourke	253-1454	7710
Nadine Fry	224-3515	7302	† Imelda Preciado (EFF 12-1-97)	644-1498	7763
† Esther Gonzalez	224-8212	7414	Karan Reid	510-935-8036	7746
Angie Gordon	644-2557	7715	Connie Rogers	224-1462	7745
Sandy Hamilton	255-3621	7720	Sandy Saunders	255-7516	7734
Judy James	251-8997	7467	Pam Sierras	252-3173	7558
Cindy Larin	226-6418	7364	Louise Skaggs	253-8623	7706
† Rosita Leija	252-8225	7421	Virginia Tygart	255-3774	7361

† Spanish translation abilities

CITY OF NAPA
PUBLIC INFORMATION OFFICE
"Shifts"

A SHIFT

Pamyla Means-Nigliazzo (PIO)	252-4295	7870	Pager 491-0843
Jenny Gomez (Assistant PIO)	226-2531	7833	
Lisa Harper (Supervisor)	864-5472	7703	
Jackie Carbone	252-7640	7742	
Nadine Fry	224-3515	7302	
† Esther Gonzalez	224-8212	7414	
Sandy Hamilton	255-3621	7720	
Judy James	251-8997	7467	
Cindy Larin	226-6418	7364	
† Rosita Leija	252-8225	7421	
Paula O'Rourke	253-1454	7710	
* Karan Reid	510-935-8036	7746	
Connie Rogers	224-1462	7745	
Pam Sierras	252-3173	7558	

B SHIFT

Peter Dreier (PIO)	257-3630	7547	
Susie Gildea (Assistant PIO)	255-8509	7797	
Linda McDade (Supervisor)	258-8941	7507	
Marjet Busby-Wright	253-7860	7862	
Anita Castellano-O'Gara	226-3918	7364	
Terri Duban	259-0729	7902	
* Angie Gordon	644-2557	7715	
Penny Libonati	224-3074	7716	
LeAnna Massey	257-6513	7721	
* Kevin Miller	259-5308	7552	
† Imelda Preciado (EFF 12-1-97)	644-1498	7763	OLD 253-7742
Sandy Saunders	255-7516	7734	
Louise Skaggs	253-8623	7706	
Virginia Tygart	255-3774	7361	

* Management Level - can be utilized as supervisors, if necessary.

† Spanish translation abilities - need one person per shift.

Personnel
Resources

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>HOME NO.</u>	<u>DEPARTMENT</u>	<u>SECTION</u>	<u>DUTY ASSIGNMENT</u>
<u>CITY COUNCIL</u>						
BUSENBARK, JOANNE	1650 SALVADOR	NAPA	253-7670	COUNCIL	CITY COUNCIL	CITY COUNCIL
HENDERSON, ED	269 MONTE VISTA DR	NAPA	224-7778	COUNCIL	CITY COUNCIL	CITY COUNCIL
MARTIN, HARRY	1519 ANDREA CIRCLE	NAPA	253-8186	COUNCIL	CITY COUNCIL	CITY COUNCIL
TECHEL, JILL	1075 ROUND HILL CIR	NAPA	255-6054	COUNCIL	CITY COUNCIL	CITY COUNCIL
WAGENKNECHT, BRAD	127 KERNS CT	NAPA	226-5874	COUNCIL	CITY COUNCIL	CITY COUNCIL
<u>DIRECTOR OF EMERGENCY SERVICES</u>						
THOMPSON, PAT	15 LEANN CT	NAPA	224-9275	CITY MANAGER	DIRECTOR - ES	DIR. OF EMERG. SERVICES
BRAGDON, SUZANNE	1412 BANKS AVENUE	NAPA	252-4671	CITY MANAGER	DIRECTOR - ES	DIR. OF EMERG. SERVICES
MONEZ, DAN				POLICE	DIRECTOR - E.S.	DIR. EMERG. SVS. (A)
PERRY, JOE	58 DICKERSON LANE	NAPA	252-6515	FIRE	DIRECTOR - E.S.	DIR. EMERG. SVS. (A)
LEWIS, KATHI	1029 LOMA VISTA DR	NAPA	224-4175	CITY MANAGER	DIRECTOR - ES	D.E.S. AIDE
WILLIAMS, NINA	1183 MONTICELLO RD	NAPA	257-6328	CITY MANAGER	DIRECTOR - ES	D.E.S. AIDE
<u>EMERGENCY SERVICES MANAGER</u>						
PERRY, JOE	58 DICKERSON LANE	NAPA	252-6515	FIRE	EM. SVS. MGR	ESM (B)
DOMINGO, GARY				POLICE	EM. SVS. MGR	ESM (B)
MONEZ, DAN				POLICE	EM. SVS. MGR	ESM (B)
BORMAN, TIM	1884 HERITAGE WAY	YOUNTVILLE	944-2197	FIRE	EM. SVS. MGR	ESM (C)
LLOYD, RICHARD	2595 HARVEST LANE	NAPA	252-9549	FIRE	EM. SVS. MGR	ESM (C)
SCHULTZ, JAN	2054 MORLAN DR	NAPA	224-7402	FIRE	EM. SVS. MGR	ESM (C)
BERG, MIKE				POLICE	EM. SVS. MGR	ESM (C)
GEOGHEGAN, STEVE				POLICE	EM. SVS. MGR	ESM (C)
JABIN, BILL				POLICE	EM. SVS. MGR	ESM (C)
LEWIS, ANDY				POLICE	EM. SVS. MGR	ESM (C)
MELLOW, DAVE	2442 TROWER AVE	NAPA	255-7054	FIRE	EM. SVS. MGR	ESM (B)
<u>EOC SECURITY</u>						
DAVIS, JOYCELYN	713 TRANCAS, #29	NAPA	254-8460	FINANCE	EOC SECURITY	EOC SECURITY
ASHENFELTER, DEBORAH	814 KEATS DRIVE	VALLEJO	647-0762	POLICE	EOC SECURITY	EOC SECURITY
HESS, RON				POLICE	EOC SECURITY	EOC SECURITY
HOOD, CYNTHIA	12 SUSAN COURT	NAPA	226-3960	POLICE	EOC SECURITY	EOC SECURITY
<u>FINANCE</u>						
MAYNARD, SHELLEY	103 BIRCHWOOD CT	SUISUN	429-3991	FINANCE	FINANCE	FINANCE

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

SHOOK, JACKIE	3893 KLAMATH CT	NAPA	226-8957	FINANCE	FINANCE	FINANCE
SIMAS, MARGIE	627 MATSON DR	NAPA	224-1544	FINANCE	FINANCE	FINANCE
SMITH, JIM	1004 FOURTH AVE	NAPA	252-6603	FINANCE	FINANCE	FINANCE
THOMPSON, TRACY	4101 PRIMROSE WAY	NAPA	257-2539	FINANCE	FINANCE	FINANCE
WHITMAN, CLAUDIA	2074 MARIA DR	NAPA	252-4292	FINANCE	FINANCE	FINANCE
O'ROURKE, PAULA	18 MARGO COURT	NAPA	253-1454	FINANCE	FINANCE	FINANCE (B)
PALOMPO, JAY	750 DEERFIELD DR	AMER CANYON	647-7178	FINANCE	FINANCE	FINANCE (B)
ROGERS, CONNIE	P O BOX 5963	NAPA	224-1462	FINANCE	FINANCE	FINANCE (B)
SCOGGINS, CRAIG	4432 CARDINAL CT	NAPA	224-6803	FINANCE	FINANCE	FINANCE (B)
SKAGGS, LOUISE	1446A OAK STREET	NAPA	253-8623	FINANCE	FINANCE	FINANCE (B)
CHRISTENSEN, JED	4257 MAHER STREET	NAPA	226-6650	FINANCE	FINANCE	FINANCE CHIEF
GORDON, ANGIE	30 SOUTHPORT WAY	VALLEJO	644-2557	FINANCE	FINANCE	FINANCE CHIEF (B)
MCDADE, LINDA	1025 STONEBRIDGE	NAPA	258-8941	FINANCE	FINANCE	FINANCE CHIEF (B)
FONG, MILLIE	850 LAGUNA ST	NAPA	824-8808	FINANCE	FINANCE	TIME/COST/CLAIMS
HEUN, ANETTE	2530 WHITMAN	NAPA	255-4386	FINANCE	FINANCE	TIME/COST/CLAIMS
HUSS, FAWN	10 PALM DRIVE	NAPA	257-2086	FINANCE	FINANCE	TIME/COST/CLAIMS
MASBAD, EDNA	122 WELSH COURT	VALLEJO	552-0556	FINANCE	FINANCE	FINANCE CHIEF

FIRE

ANDERSON, JARRETT	814 CENTRAL AVENUE	NAPA	259-1656	FIRE	FIRE	FIRE
BARNES, MIKE	9 GERALDINE CT	NAPA	253-8077	FIRE	FIRE	FIRE
BECKER, STEVE	56 GLENWOOD DRIVE	NAPA	252-2425	FIRE	FIRE	FIRE
BRADLEY, GEORGE	5223 COUNTRY LANE	NAPA	253-0198	FIRE	FIRE	FIRE
BRASSFIELD, STEVE	202 ADRIAN CT	VACAVILLE	447-0839	FIRE	FIRE	FIRE
BRIDEWELL, DOUG	1264 CARRELL LANE	NAPA	253-2825	FIRE	FIRE	FIRE
CALLANAN, JOHN	1732 TALLAC ST	NAPA	252-0860	FIRE	FIRE	FIRE
CERIANI, STEVE	429 GRANDVIEW DR	VACAVILLE	448-5898	FIRE	FIRE	FIRE
DOMBROWSKI, TIM	900 BLUEWATER DR	VACAVILLE	491-0923	FIRE	FIRE	FIRE
FRAPPIA, BOB	3123 HYDE PARK PLACE	NAPA	259-0930	FIRE	FIRE	FIRE
GHOLSON, JIM	1150 HEDGESIDE AVE	NAPA	255-3025	FIRE	FIRE	FIRE
HALL, DAN	P O BOX 2092	NAPA	253-9417	FIRE	FIRE	FIRE
HAMILTON, PAT	4464 JAY COURT	NAPA	255-3621	FIRE	FIRE	FIRE
HANDLEY, PHIL	3068 VICHY AVE	NAPA	252-0671	FIRE	FIRE	FIRE
HORTON, DON	1117 DILLON DR	NAPA	255-1407	FIRE	FIRE	FIRE
JARECKI, SHARON	56 GLENWOOD	NAPA	226-9467	FIRE	FIRE	FIRE
JOHNSON, CARL	3561 BECKWORTH DR	NAPA	253-2137	FIRE	FIRE	FIRE
JOHNSON, DON	280 SPINDRIFT WAY	VACAVILLE	446-2511	FIRE	FIRE	FIRE
KOWALSKI, JULIAN	56 GLENWOOD AVE	NAPA	224-7363	FIRE	FIRE	FIRE
KUYKENALL, DICK	905 CHAMPAGNE SO.	CALISTOGA	942-8865	FIRE	FIRE	FIRE
LOFFGREN, MAX	1751 UTAH ST	FAIRFIELD	421-9184	FIRE	FIRE	FIRE
LOPEZ, CESAR +	46 DICKERSON LN	NAPA	257-8816	FIRE	FIRE	FIRE
MARTIGNONI, CHARLES	1756 MC KINLEY RD	NAPA	253-8490	FIRE	FIRE	FIRE
MCCAFFREY, KEITH	2454 CABERNET ST	NAPA	252-0294	FIRE	FIRE	FIRE

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

MONETA, STEVE	4485 SANDALWOOD	NAPA	252-6080	FIRE	FIRE	FIRE
MORRIS, KIRK	831 FALL RIVER TR	VACAVILLE	448-7311	FIRE	FIRE	FIRE
NANCE, BOB	2074 COOMBSVILLE	NAPA	257-1863	FIRE	FIRE	FIRE
PERO, JOSH	1790 WILSON WAY	DIXON	(916) 693-0705	FIRE	FIRE	FIRE
RANDOLPH, MIKE	5133 ST. HELENA HWY	NAPA	255-8669	FIRE	FIRE	FIRE
REICHENBERG, ROGER	3771 NEWARK DR	NAPA	253-0118	FIRE	FIRE	FIRE
SMITH, BYTHAN	5482 ST HELENA HWY	NAPA	226-7622	FIRE	FIRE	FIRE
SMITH, JEFF	1111 BERRY ST	CALISTOGA	942-6376	FIRE	FIRE	FIRE
SNOWDEN, JERRY	1016 WYATT RD	NAPA	224-7709	FIRE	FIRE	FIRE
STEWART, JEFF	1022 SUMMIT AVE	NAPA	226-1426	FIRE	FIRE	FIRE
STITH, PHIL	1726 SEQUOIA	NAPA	257-6511	FIRE	FIRE	FIRE
VALENZUELA, JOE +	105 ELODIA CIRCLE	NAPA	258-9940	FIRE	FIRE	FIRE
WAMSLEY, PAT	455 EAST BERNA AVE	NAPA	259-1890	FIRE	FIRE	FIRE
WESSELS, BOB	2274 CULPEPPER ST	NAPA	226-6502	FIRE	FIRE	FIRE
NANCE, VALERIE	2074 COOMBSVILLE	NAPA	257-1863	FIRE	FIRE	FIRE (A)

LEGAL ADVISOR

BROWN, TOM	125 SPRING GROVE	SAN RAFAEL	(415) 456-6810	CITY ATTORNEY	LEGAL	LEGAL ADVISOR
JONES, DAVID	8 MEDWAY ROAD	SAN ANSELMO	(415) 455-8547	CITY ATTORNEY	LEGAL	LEGAL ADVISOR

LIAISON

BURT, TOM	1226 MAXWELL AVE	NAPA	224-5135	COM RESOURCE	LIAISON	LIAISON
LOUKS, JENNIFER	1133 VALLEJO WAY	SACRAMENTO	(916)941-4400	REDEVELOPMNT	LIAISON	LIAISON
COLEMAN, GREG	2597 BOXWOOD LANE	FAIRFIELD	429-8854	COM RESOURCE	LIAISON	LIAISON (A)
PERKINS, SHIRLEY	2511 ROLLINGWOOD	NAPA	224-8490	FIRE	LIAISON	LIAISON (A)
NEU, CHARANN	2475 MACLENNAN ST	NAPA	255-6672	POLICE	LIAISON	LIAISON (A)
WALKER, CASSANDRA	2177 W PUEBLO AVE	NAPA	252-1837	REDEVELOPMNT	LIAISON	LIAISON (A)
STONE, SHERRIE	136 ADOBE LN	NAPA	226-6636	COM RESOURCE	LIAISON	LIAISON (B)

LOGISTICS

SEHORN, DONALD	2304 BURGUNDY WAY	FAIRFIELD	428-6211	HOUSING	LOGISTICS	CARE & SHELTER
STONE, SHERRIE	136 ADOBE LN	NAPA	226-6636	COM RESOURCE	LOGISTICS	CARE & SHELTER (A)
HAWKINS, ELENA	P.O. BOX 10414	NAPA	254-9499	HOUSING	LOGISTICS	CARE & SHELTER (B)
NEU, CHARANN				POLICE	LOGISTICS	CARE & SHELTER (B)
WALKER, CASSANDRA	2177 W PUEBLO AVE	NAPA	252-1837	REDEVELOPMNT	LOGISTICS	CARE & SHELTER (B)
UPCZAK, ED	145 WARD CT	VALLEJO	558-8145	COM RESOURCE	LOGISTICS	FACILITIES
BROOKS, VINCE	343 WYOMING STREET	FAIRFIELD	421-2431	PUBLIC WORKS	LOGISTICS	FACILITIES
DELANY, RICHARD	93 FRANKLIN ST	NAPA	257-7716	PUBLIC WORKS	LOGISTICS	FACILITIES
FREITAS, JEFF	1803 SILVERADO TR, #1	NAPA	257-8572	PUBLIC WORKS	LOGISTICS	FACILITIES
MCDANIEL, RON	24 DEWITT AVE	NAPA	252-6872	PUBLIC WORKS	LOGISTICS	FACILITIES
ROCHE, JOHN	3119 MT VEEDER RD	NAPA	226-6834	PUBLIC WORKS	LOGISTICS	FACILITIES

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

LEE, JONATHAN	1950 SILVERADO TR	NAPA	252-8702	PUBLIC WORKS	LOGISTICS	FACILITIES (A)
COLEMAN, GREG	2597 BOXWOOD LANE	FAIRFIELD	429-8854	COM RESOURCE	LOGISTICS	FACILITIES (B)
PISCIA, GENE	1035 WESTVIEW ST	NAPA	255-5342	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF
STANTON, HEATHER	446 SO JEFFERSON	NAPA	257-3284	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF
CARLSEN, BOB	122 MADRID WAY	SONOMA	996-5427	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF (A)
SCHLYER, KATRINA	3508 PALOMAR WAY	NAPA	257-6841	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF (A)
BARTSCH, KATHY	600 SHASTA CT	SUISUN CITY	435-9750	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF (B)
PERKINS, SHIRLEY	2511 ROLLINGWOOD	NAPA	224-8490	FIRE	LOGISTICS	LOGISTICS CHIEF (B)
WHITNEY, DONNA	3593 BECKWORTH DR	NAPA	226-3840	FIRE	LOGISTICS	PERSONNEL
KASTEN, CYNDI	308 ASHLAR DRIVE	NAPA	258-2848	PERSONNEL	LOGISTICS	PERSONNEL
RUXTON, VALERIE	5149 RENAISSANCE	FAIRFIELD	864-8829	PERSONNEL	LOGISTICS	PERSONNEL
BARTSCH, KATHY	600 SHASTA CT	SUISUN CITY	435-9750	COM RESOURCE	LOGISTICS	PERSONNEL (A)
NANCE, VALERIE	2074 COOMBSVILLE	NAPA	257-1863	FIRE	LOGISTICS	PERSONNEL (B)
TRENTACOSTE, JOYCE	3315 MACDONALD ST.	NAPA	224-4783	HOUSING	LOGISTICS	PERSONNEL (B)
BARTLETT, LEE ANN	1580 PUEBLO AVE	NAPA	255-9436	PUBLIC WORKS	LOGISTICS	PERSONNEL (B)
EDDLEMAN, KATHIE	550 RIVER GLEN #33	NAPA	252-4715	FINANCE	LOGISTICS	SUPPLY
WHEELER, WES	42 JULIAN AVNEUE	NAPA	257-1903	FINANCE	LOGISTICS	SUPPLY
ELLISON, JIM	2448 BRAETON CT	NAPA	253-0184	PUBLIC WORKS	LOGISTICS	SUPPLY
DAHLGREN, CINDY	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS	LOGISTICS	TRANSPORTATION
HOPKINS, JUDY	1022 PETRA DR	NAPA	257-1784	PUBLIC WORKS	LOGISTICS	TRANSPORTATION
VANDERGAW, BRUCE	1025 ROUND HILL CT	NAPA	254-8405	PUBLIC WORKS	LOGISTICS	TRANSPORTATION
DAHLGREN, ROD	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS	LOGISTICS	TRANSPORTATION (A)
HOLMES, RICH	2528 MAIN ST	NAPA	226-9437	PUBLIC WORKS	LOGISTICS	TRANSPORTATION (B)
ITZAINA, CAL	1103 FIRST AVE	NAPA	252-4780	PUBLIC WORKS	LOGISTICS	TRANSPORTATION (C)

OPERATIONS

CARLSEN, BOB	122 MADRID WAY	SONOMA	996-5427	COM RESOURCE	OPERATIONS	DEPUTY OPS (B)
GEOGHEGAN, STEVE				POLICE	OPERATIONS	DEPUTY OPS (A)
JABIN, BILL				POLICE	OPERATIONS	DEPUTY OPS (A)
LEWIS, ANDY				POLICE	OPERATIONS	DEPUTY OPS (A)
BAEZ, JOE	769 JOSEPH CT	NAPA	255-4158	FIRE	OPERATIONS	DEPUTY OPS
COHN, DONALD	1570 PARKER CT	NAPA	255-4491	FIRE	OPERATIONS	DEPUTY OPS
LANGHAM, PETER	3506 TWIN OAKS CT	NAPA	226-2919	FIRE	OPERATIONS	DEPUTY OPS
PEREZ, CONRAD	2423 MACLEAN ST	NAPA	259-0715	FIRE	OPERATIONS	DEPUTY OPS
POPE, JIM	4066 TOKAY CT	NAPA	255-8419	FIRE	OPERATIONS	DEPUTY OPS
PUTNEY, BOB	1258 TROWER AVE	NAPA	252-7595	FIRE	OPERATIONS	DEPUTY OPS
ROBERTSON, WILLIAM	2130 HOFFMAN LN	YOUNTVILLE	944-2927	FIRE	OPERATIONS	DEPUTY OPS
SEDGLEY, SCOTT	3920 LAP CT	NAPA	255-7630	FIRE	OPERATIONS	DEPUTY OPS
STUART, STEVE	606 HUNT STREET	NAPA	252-4717	FIRE	OPERATIONS	DEPUTY OPS
SUENRAM, KIM	3015 TORRE RAMEL	OAKLEY	(510) 679-1460	FIRE	OPERATIONS	DEPUTY OPS
TREBOTICH, JON	1152 HILTON AVE	NAPA	252-1186	FIRE	OPERATIONS	DEPUTY OPS
TSUDAMA, DICK	2458 FLAGSTONE DR	NAPA	224-8901	FIRE	OPERATIONS	DEPUTY OPS
VICK, RON	1701 WISE DR	NAPA	253-8055	FIRE	OPERATIONS	DEPUTY OPS

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

ALLGOWER, RON				POLICE	OPERATIONS	DEPUTY OPS
DEGULIO, VINCE				POLICE	OPERATIONS	DEPUTY OPS
DERN, KRIS				POLICE	OPERATIONS	DEPUTY OPS
GALLEGOS, GIL				POLICE	OPERATIONS	DEPUTY OPS
GRASSI, GARY				POLICE	OPERATIONS	DEPUTY OPS
KOSTELAC, JOHN				POLICE	OPERATIONS	DEPUTY OPS
POTTER, STEVE				POLICE	OPERATIONS	DEPUTY OPS
SLAIGHT, DAVE				POLICE	OPERATIONS	DEPUTY OPS
TROENDLY, JEFF				POLICE	OPERATIONS	DEPUTY OPS
POLLARD, LARRY	3150 STALLINGS DR	NAPA	253-2392	PUBLIC WORKS	OPERATIONS	DEPUTY OPS
PRIM, FRANK	1172 PONDEROSA DR	PETALUMA	763-5564	PUBLIC WORKS	OPERATIONS	DEPUTY OPS
BORMAN, TIM	1884 HERITAGE WAY	YOUNTVILLE	944-2197	FIRE	OPERATIONS	DEPUTY OPS (A)
LLOYD, RICHARD	2595 HARVEST LANE	NAPA	252-9549	FIRE	OPERATIONS	DEPUTY OPS (A)
SCHULTZ, JAN	2054 MORLAN DR	NAPA	224-7402	FIRE	OPERATIONS	DEPUTY OPS (A)
BERG, MIKE				POLICE	OPERATIONS	DEPUTY OPS (A)
SANCHEZ, FRANK	50 SEA BREEZE CT	NAPA	255-0607	PUBLIC WORKS	OPERATIONS	DEPUTY OPS (A)
O'BRYON, MIKE	3 JANAI CT	NAPA	258-1177	PUBLIC WORKS	OPERATIONS	DEPUTY OPS (B)
BOWMAN, RANDALL				POLICE	OPERATIONS	DEPUTY OPS PD
MELLOW, DAVE	2442 TROWER AVE	NAPA	255-7054	FIRE	OPERATIONS	OPS CHIEF (A)
DOMINGO, GARY				POLICE	OPERATIONS	OPS CHIEF (A)
O'BRYON, MIKE	3 JANAI CT	NAPA	258-1177	PUBLIC WORKS	OPERATIONS	OPS CHIEF (A)
BORMAN, TIM	1884 HERITAGE WAY	YOUNTVILLE	944-2197	FIRE	OPERATIONS	OPS CHIEF (B)
LLOYD, RICHARD	2595 HARVEST LANE	NAPA	252-9549	FIRE	OPERATIONS	OPS CHIEF (B)
SCHULTZ, JAN	2054 MORLAN DR	NAPA	224-7402	FIRE	OPERATIONS	OPS CHIEF (B)
BERG, MIKE				POLICE	OPERATIONS	OPS CHIEF (B)
GEOGHEGAN, STEVE				POLICE	OPERATIONS	OPS CHIEF (B)
JABIN, BILL				POLICE	OPERATIONS	OPS CHIEF (B)
LEWIS, ANDY				POLICE	OPERATIONS	OPS CHIEF (B)
<u>PUBLIC INFORMATION</u>						
MASSEY, LEANNA	361 BLUEJAY WAY	NAPA	257-6513	PERSONNEL	PIO	PUBLIC INFORMATION
CARBONE, JACKIE	106 GARTH ST	NAPA	252-7640	CITY CLERK	PIO	PUBLIC INFORMATION
HARPER, LISA	651 DYNASTY DRIVE	FAIRFIELD	864-5472	CITY CLERK	PIO	PUBLIC INFORMATION
LIBONATI, PENNY	573 "B" SOSCOL AVE	NAPA	224-3074	CITY CLERK	PIO	PUBLIC INFORMATION
NIGLIAZZO, PAM MEANS	3268 TWIN OAKS DR	NAPA	252-4295	CITY CLERK	PIO	PUBLIC INFORMATION
DUBAN, TERRI	154 CHERRYVIEW CT	NAPA	259-0729	CITY MANAGER	PIO	PUBLIC INFORMATION
LARIN, CINDY	3777 NORFOLK ST	NAPA	226-6418	COM RESOURCE	PIO	PUBLIC INFORMATION
O'GARA, ANITA CASTELLANO	2470 GINA DR	NAPA	226-3918	COM RESOURCE	PIO	PUBLIC INFORMATION
GILDEA, SUSIE	4504 STILLSON ST	NAPA	255-8509	FIRE	PIO	PUBLIC INFORMATION
DREIER, PETER	3335 BRITTANY CIRCLE	NAPA	257-3630	HOUSING	PIO	PUBLIC INFORMATION
GOMEZ, JENNIFER	166 HOMEWOOD AVE.	NAPA	226-2531	HOUSING	PIO	PUBLIC INFORMATION
GONZALEZ, ESTHER +	P.O BOX 6853	NAPA	224-8212	HOUSING	PIO	PUBLIC INFORMATION
LEIJA, ROSIE +	1001 LITTLE STREET	NAPA	252-8225	HOUSING	PIO	PUBLIC INFORMATION

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

HAMILTON, SANDY	4464 JAY COURT	NAPA	255-3621	PERSONNEL	PIO	PUBLIC INFORMATION
TYGART, VIRGINIA	2539 ROLLINGWOOD	NAPA	255-3774	PLANNING	PIO	PUBLIC INFORMATION
JAMES, JUDY	301 HICKORY ST	NAPA	251-8997	POLICE	PIO	PUBLIC INFORMATION
PRECIADO, IMELDA	215 ALAMEDA ST	VALLEJO	642-9655	POLICE	PIO	PUBLIC INFORMATION
SIERRAS, PAM	3152 VALLEY GREEN LN	NAPA	252-3173	POLICE	PIO	PUBLIC INFORMATION
MILLER, KEVIN	P O BOX 10815	NAPA	259-5308	PUBLIC WORKS	PIO	PUBLIC INFORMATION
WRIGHT, MARJET BUSBY	1064 THIRD AVE	NAPA	253-7860	REDEVELOPMNT	PIO	PUBLIC INFORMATION
GORDON, ANGIE	30 SOUTHPORT WAY	VALLEJO	644-2557	FINANCE	PIO	PUBLIC INFORMATION (A)
MCDADE, LINDA	1025 STONEBRIDGE	NAPA	258-8941	FINANCE	PIO	PUBLIC INFORMATION (A)
O'ROURKE, PAULA	18 MARGO COURT	NAPA	253-1454	FINANCE	PIO	PUBLIC INFORMATION (A)
ROGERS, CONNIE	P O BOX 5963	NAPA	224-1462	FINANCE	PIO	PUBLIC INFORMATION (A)
SKAGGS, LOUISE	1446A OAK STREET	NAPA	253-8623	FINANCE	PIO	PUBLIC INFORMATION (A)
FRY, NADINE	1610 CAPELL VLY RD	NAPA	224-3515	PUBLIC WORKS	PIO	PUBLIC INFORMATION
SAUNDERS, SANDY	2504 MACMILLAN ST	NAPA	255-7516	CITY ATTORNEY	PIO	PUBLIC INFORMATION

PLANNING

BROCKWAY, RALPH	170 RAMONA ST	VACAVILLE	448-7566	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
GODWYN, VERN	432 SO MINAHEN ST	NAPA	252-8791	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
GUNN, BRUCE	5244 TAPESTRY CT	FAIRFIELD	864-1456	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
JACK, KEVIN	4221 GRAPE VINE DR	NAPA	252-4662	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
WALTER, ERIC	253 CIRCLE OAKS DR	NAPA	252-2650	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
YOUNG, ROD	35 YOUNG CT	NAPA	257-7639	HOUSING	PLANNING	DAMAGE ASSESSMENT (A)
DIETRICH, GREG	766 BLUEBIRD DRIVE	VACAVILLE	447-8978	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT (A)
SANCHEZ, FRANK	50 SEA BREEZE CT	NAPA	255-0607	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT (B)
CUNNINGHAM, CAROL	6 JANAI COURT	NAPA	224-9174	PLANNING	PLANNING	DOCUMENTATION
DONG, TAMMY	2147A HARDING AVE	NAPA	253-9294	PLANNING	PLANNING	DOCUMENTATION
CHRISTOPHER, VICKIE	2140 ELLIOTT DRIVE	AMER CANYON	644-2763	PUBLIC WORKS	PLANNING	DOCUMENTATION
HAWKINS, ELENA	P.O. BOX 10414	NAPA	254-9499	HOUSING	PLANNING	DOCUMENTATION (A)
BERGER, JULIA	2147 HARDING AVE #C	NAPA	254-9060	PLANNING	PLANNING	DOCUMENTATION (B)
HASSER, JEAN	2015 WEATHERBY WAY	PETALUMA	778-1633	PLANNING	PLANNING	DOCUMENTATION (B)
JOHNSTON, JOY	1069 HEADLANDS DR	NAPA	966-5616	PUBLIC WORKS	PLANNING	DOCUMENTATION (B)
FAABORG, DEBORAH	4243 PEACEFUL GLEN	VACAVILLE	455-0402	PLANNING	PLANNING	PLANNING CHIEF
HANNA, BOB	7 MICHAEL WAY	NAPA	258-0318	PLANNING	PLANNING	PLANNING CHIEF
MALESKE, MARSHA	3500 YOUNG AVENUE	NAPA	224-6223	PLANNING	PLANNING	PLANNING CHIEF
YOST, JOHN	2239 FIRST AVENUE	NAPA	257-2561	PLANNING	PLANNING	PLANNING CHIEF
TRICKLE, LYNN	708 LAURELWOOD CIR	VACAVILLE	451-7748	FIRE	PLANNING	RESOURCE STATUS
BERGER, JULIA	2147 HARDING AVE #C	NAPA	254-9060	PLANNING	PLANNING	RESOURCE STATUS (A)
KUCZ, MICHAEL	2572 ADRIAN STREET	NAPA	255-3452	HOUSING	PLANNING	RESOURCE STATUS (B)
ZARCO, CANDY +	2589 BUTTE ST	NAPA	224-8839	HOUSING	PLANNING	RESOURCE STATUS (B)
KLINGBEIL, SCOTT	3550 CALISTOGA RD	SANTA ROSA	539-1176	PLANNING	PLANNING	RESOURCE STATUS (B)
LINDBECK, STEVE	183 ROBIN AVE	COTATI	792-0395	PLANNING	PLANNING	RESOURCE STATUS (B)
CYR, DENNIS	55 HACIENDA DR	NAPA	224-5752	PUBLIC WORKS	PLANNING	RESOURCE STATUS (B)
DRAPER, JOHN	1020 MCCORMICK LN	NAPA	257-7161	PUBLIC WORKS	PLANNING	SITUATION STATUS

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

DUNGAN, SCOTT	147 RIDGECREST DR	NAPA	252-8083	PUBLIC WORKS	PLANNING	SITUATION STATUS
HARRINGTON, GIL	18839 NIKKI DRIVE	SONOMA	939-1178	PUBLIC WORKS	PLANNING	SITUATION STATUS
JOSPEH, STEVE	2316 BARRY ST	NAPA	255-2129	PUBLIC WORKS	PLANNING	SITUATION STATUS
WADSWORTH, GRAHAM	3304 COLONIAL CT	FAIRFIELD	434-8179	PUBLIC WORKS	PLANNING	SITUATION STATUS
HASSER, JEAN	2015 WEATHERBY WAY	PETALUMA	778-1633	PLANNING	PLANNING	SITUATION STATUS (A)
KLINGBEIL, SCOTT	3550 CALISTOGA RD	SANTA ROSA	539-1176	PLANNING	PLANNING	SITUATION STATUS (A)
LINDBECK, STEVE	183 ROBIN AVE	COTATI	792-0395	PLANNING	PLANNING	SITUATION STATUS (A)
CYR, DENNIS	55 HACIENDA DR	NAPA	224-5752	PUBLIC WORKS	PLANNING	SITUATION STATUS (A)
GIOIA, CHRISTOPHER	1796 ENTERPRISE WAY	FAIRFIELD	428-5567	PUBLIC WORKS	PLANNING	SITUATION STATUS (B)
NAVARRO, RICK	1815 PT REYES PLACE	DAVIS	(916) 753-2137	PUBLIC WORKS	PLANNING	SITUATION STATUS (A)

POLICE

ABRAMS, BECKY	201 STARBOARD DR	VALLEJO	647-3180	POLICE	POLICE	DISPATCH
DIZMANG, SUE	3701 MONTICELLO RD	NAPA	259-1150	POLICE	POLICE	DISPATCH
EVERETT, CHARLENE	1048 AUSTIN WAY	NAPA	257-2194	POLICE	POLICE	DISPATCH
FUQUA, VONN	2037 W LINCOLN	NAPA	255-5935	POLICE	POLICE	DISPATCH
GESKE, LIZ	2257 FIRST AVE	NAPA	258-9056	POLICE	POLICE	DISPATCH
HARRISON, GAIL	1658 MARY C DR	NAPA	255-7064	POLICE	POLICE	DISPATCH
HUBERT, JULIE	33 GLENWOOD DR	NAPA	224-5684	POLICE	POLICE	DISPATCH
KRAMER, THERESA	3529 WHITECLIFF CR	NAPA	255-6934	POLICE	POLICE	DISPATCH
LAIR, DELLA	1170 SECOND	NAPA	255-7164	POLICE	POLICE	DISPATCH
LORING, TEDI	2030 POLLEY DR	NAPA	224-3672	POLICE	POLICE	DISPATCH
PRUETT, KRISTY	3212 JEFFERSON #312	NAPA	252-4164	POLICE	POLICE	DISPATCH
RIPLEY, MARTY	821 RUDDY LANE	SUISUN	422-8374	POLICE	POLICE	DISPATCH
ROBERTSON, DAVE	1531 SEQUOIA	NAPA	252-1085	POLICE	POLICE	DISPATCH
ROTH, LINDA	1075 CENTURY CT	NAPA	255-4131	POLICE	POLICE	DISPATCH
SOUZA, TRACEY	1128 C FOSTER DR	NAPA	258-6242	POLICE	POLICE	DISPATCH
SUMNER, MICHELE	479 CROSS ST	NAPA	252-6132	POLICE	POLICE	DISPATCH
THARP, SUSIE	1143 W PUEBLO PL	NAPA	255-7106	POLICE	POLICE	DISPATCH
TURNER, BEV	2020 OAK STREET	NAPA	252-1041	POLICE	POLICE	DISPATCH
ULLOTH, BARRY	8 WINESTONE COURT	NAPA	224-6900	POLICE	POLICE	DISPATCH
VAGNERINI, MIKE	1351 MENLO	NAPA	251-0661	POLICE	POLICE	DISPATCH
WIGGIN, TAMMY	2334 ENGLAND AVE	NAPA	255-1774	POLICE	POLICE	DISPATCH
APPEL, RON				POLICE	POLICE	PD
AQUINIO, MANNY				POLICE	POLICE	PD
BAHN, AL				POLICE	POLICE	PD
BAKER, BRUCE				POLICE	POLICE	PD
BAKER, CHRISTINE	P.O. BOX 156	NAPA	253-7731	POLICE	POLICE	PD
BENDER, GARTH				POLICE	POLICE	PD
CAMPAGNA, BRIAN				POLICE	POLICE	PD
CERVONE, TONY				POLICE	POLICE	PD
CHAPMAN, KEN				POLICE	POLICE	PD
COLE, RYAN				POLICE	POLICE	PD

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

COOK, RON				POLICE	POLICE	PD
CORRIGAN, JOHN				POLICE	POLICE	PD
DANIELS, RICK				POLICE	POLICE	PD
DAVIS, RUSSEL				POLICE	POLICE	PD
DUNLAVY, ANNE				POLICE	POLICE	PD
ESSER, FRANK				POLICE	POLICE	PD
FARIA, RUBEN				POLICE	POLICE	PD
FITZGERALD, GILES				POLICE	POLICE	PD
FOSTER, JERRY				POLICE	POLICE	PD
GONSALVES, TERRY				POLICE	POLICE	PD
HART, LEROY				POLICE	POLICE	PD
HELD, AMY				POLICE	POLICE	PD
HENRY, MIKE				POLICE	POLICE	PD
HENSLEY, MIKE				POLICE	POLICE	PD
HONEY, DONALD				POLICE	POLICE	PD
HUNTLEY, JUDY				POLICE	POLICE	PD
JERICH, PETER				POLICE	POLICE	PD
KNUTSEN, ED				POLICE	POLICE	PD
LASHBROOK, TOM				POLICE	POLICE	PD
LAVOY, STEVE				POLICE	POLICE	PD
LIPSEY, JANET	3518 WESTMINSTER	NAPA	253-7545	POLICE	POLICE	PD
LONERGAN, DAN				POLICE	POLICE	PD
MANZER, PATRICK				POLICE	POLICE	PD
MARSH, RICHARD				POLICE	POLICE	PD
MATULICH, JOE				POLICE	POLICE	PD
MEDLAR, TERRY				POLICE	POLICE	PD
MINGUS, AL				POLICE	POLICE	PD
MONICA, TYRONE				POLICE	POLICE	PD
OLSEN, KATHERINE				POLICE	POLICE	PD
PANIAGUA, PAUL				POLICE	POLICE	PD
PEECOOK, DEBBIE				POLICE	POLICE	PD
PIEPER, TOM				POLICE	POLICE	PD
POTTER, BRENT				POLICE	POLICE	PD
PREMO, KIRK				POLICE	POLICE	PD
REESE, GREG				POLICE	POLICE	PD
RINCON, ART				POLICE	POLICE	PD
RISLEY, DAN				POLICE	POLICE	PD
ROSIN, DOUG				POLICE	POLICE	PD
SNELL, JOEL				POLICE	POLICE	PD
SNIDER, ANNE				POLICE	POLICE	PD
STORNETTA, CHUCK				POLICE	POLICE	PD
TREACY, TOM				POLICE	POLICE	PD
ULITIN, GEORGE				POLICE	POLICE	PD
VOUCHILAS, LEO				POLICE	POLICE	PD

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

WALKER, DENISE	44 JUNIPER DRIVE	NAPA	253-1484	POLICE	POLICE	PD
WALUND, MIKE				POLICE	POLICE	PD
WILSON, PATRICK				POLICE	POLICE	PD
WINEGAR, DON				POLICE	POLICE	PD
WORTHINGTON, MARK				POLICE	POLICE	PD
CANTILLON, TIM				POLICE	POLICE	PD
PUBLIC WORKS						
GUYE, STEPHEN	1096 CAYETANO DR	NAPA	224-4029	PUBLIC WORKS	PUBLIC WORKS	COMMUNICATIONS
TOGNETTI, DAN	3094 ENCANTO DRIVE	NAPA	255-7840	PUBLIC WORKS	PUBLIC WORKS	COMMUNICATIONS
QUINN, BOB	3915 RALIEGH ST	NAPA	258-2303	PUBLIC WORKS	PUBLIC WORKS	COMMUNICATIONS (A)
ALMIROL, MARK	2520 HAWTHORN CT	NAPA	255-7348	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BAILEY, WILLIAM	1510 PARKWOOD ST	NAPA	255-6859	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BAKER, JERE	P O BOX 2433	YOUNTVILLE	944-2903	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BIEDERMAN, BILL	4333 DALE DRIVE	NAPA	226-6081	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BOTTANI, DENNIS	2205 MONTICELLO RD	NAPA	255-5299	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BUSH, DONALD	2093 SANDRA DR	NAPA	226-9446	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
CABRERA, AL	119 GOLDEN GATE CR	NAPA	255-5903	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
CANTILLON, LINDA	2564 DARROCH CT	NAPA	226-7574	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
CASEY, DANIEL	2291 STREBLOW DR	NAPA	257-2784	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
FRAYRE, JULIAN +	1613 "F" ST, #B	NAPA	254-8840	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
GOMEZ, JUAN +	239 RANDOLPH ST	NAPA	257-1447	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
HANSEN, ROB	2535 SOLANO AVE	NAPA	224-1996	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
HUBBARD, CHRIS	2805 CONIFER DR	FAIRFIELD	429-5101	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
LUIZ, DONALD	1152 MT. VIEW CIRCLE	NAPA	252-3508	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
MATTILA, GLENN	140 MAYFIELD CT.	NAPA	252-6759	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
MEDERIOS, PAUL	262 ST ANDREWS	NAPA	255-7899	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
MENTZER, BILL	1629 SILVERADO TR	NAPA	253-8743	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
MONTINI, PAUL	22 BANCAL COURT	NAPA	253-2767	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
OLIVER, DAVID	1320 TRANCAS #128	NAPA	255-0197	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
RIELLA, FRANK	1671 "E" STREET	NAPA	258-0462	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
ROBLES, DANNY	65 BANCAL COURT	NAPA	258-0763	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
SCHNEIDER, ERIC	1631 BROWN ST	NAPA	254-0652	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
THOMAS, MARK	420 FARRAGUT AVE	VALLEJO	558-0766	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
WIGGIN, JACK	1619 LAUREL ST.	NAPA	224-5340	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
WRIGHT, LARRY	2957 GULF DRIVE	FAIRFIELD	429-7161	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
ARMSTRONG, STAN	P O BOX 391	NAPA	257-2654	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BAGLEY, RICH	990 SAGE CANYON RD	ST HELENA	963-1963	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BARRAGAN, STEVE	4469 TANGLEWOOD WY	NAPA	255-6992	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BARTLETT, BOB	1580 PUEBLO AVE	NAPA	255-9436	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BARTLETT, MIKE	46 LUGO LN	NAPA	252-7136	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BATTO, PAUL	1090 DRY CREEK RD	NAPA	252-8545	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BRUCE, KITTY	30 AMARILLO DRIVE	AMERICAN CYN	643-1647	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

BRUN, PHIL	1803 SILVERADO TR #1	NAPA	257-8572	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CALDWELL, BILL	33 GRIGGS LANE	NAPA	253-2875	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
COGGIOLA, DAVE	4448 TANGLEWOOD WY	NAPA	255-0153	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CORBETT, MIKE	3063 LINDA VISTA A	NAPA	224-8421	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CRANDALL, CHARLES	1595 ASH ST	NAPA	252-6826	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CREGO, STEVE	2528 MACMILLAN	NAPA	254-0761	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
DAHLQUEST, ERIC	1831 PARK AVE	NAPA	226-2532	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
ELLIS, BILL	P O BOX 6356	NAPA	253-2273	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
FOLKS, JEFFERSON	109 FAIRVIEW AVE	VALLEJO	552-3724	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
FONG, TERRY	850 LAGUNA ST	NAPA	224-8008	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
FOSKETT, CHIP	2045 SO TERRACE DR	NAPA	255-1586	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
GERNHARDT, KIM	2436 REDWOOD RD	NAPA	224-9573	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
GOLDSTON, MARK	3678 WILLIS DR	NAPA	224-2812	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
GROUNDS, JIM	733 JACOB CT	NAPA	255-5265	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HANFORD, DANIEL	4477 MOFFITT DR	NAPA	252-9160	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HANNA, JOHN	1008-A SUMMIT AVE	NAPA	251-8906	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HAWTON, RICHARD	1256 RUBICON	NAPA	224-0477	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HENDERSON, TORI	1516 JUANITA CT	NAPA	224-8442	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HERNANDEZ, LUIS	840 LINCOLN APT B	NAPA	257-6970	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
JOHNSON, DONALD	1407 SODA CANYON	NAPA	255-4865	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
KRUPCZNSKI, ED	1940 "F" STREET	NAPA	226-6955	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
LACROIX, ED	2101 FIRST AVE	NAPA	255-9103	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
LENZ, ED	1533 MADRID CRT	NAPA	252-3021	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MAX, RON	3663 PALO VERDE ST	NAPA	253-8709	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MCDILL, BOB	2042 MAIN ST	NAPA	255-7349	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MENDEZ, RICHARD	1890 UNWIN DR	NAPA	255-4052	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MEZA, ROB	3940 LAP COURT	NAPA	252-3586	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MOORE, RALPH	1987 SEVILLE DR	NAPA	255-8479	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MURRAY, WYATT	627 MATSON DR	NAPA	252-8765	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
NUNLEY, GLENN	3601 OXFORD ST	NAPA	226-2222	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PABARCUS, JOHN	2934 SOSCOL AVE #48	NAPA	255-7734	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PAOLI, JIM	1173 MARINA DR	NAPA	257-1589	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PARKER, BRUCE	831 FALL RIVER TRAIL	VACAVILLE	448-7311	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PETERSEN, DALE	1028 THIRD AVE	NAPA	226-1948	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PRUSENER, RUSS	92 ALMANDERA CRT	NAPA	255-8253	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RAMADAN, TURAN	3421 MOSS VALLEY	FAIRFIELD	421-2757	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RICCI, CRAIG	1000 SAGE CANYON RD	ST HELENA	967-0507	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RICHARDSON, JULIE	100 HAWTHORNE DR#122	FAIRFIELD	434-0342	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RIDENHOUR, DON	1036 BANBURY CT	NAPA	226-3787	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RIESENBERG, FELIX	2819 SEINE AVE	DAVIS	(916) 758-4331	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
SANDBERG, JOE	1032 STONEBRIDGE	NAPA	253-8223	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
OLON, THOMAS	1888 WISE DRIVE	NAPA	258-2240	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
STONER, DARRYL	4114 SALMON CREEK	NAPA	255-5798	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
STOVER, DAVID	1142 -3RD AVE	NAPA	224-0956	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

STURDEVANT, GLEN	15747 EAGLE ROCK RD	MIDDLETOWN	987-0878	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TARNER, TIM	4103 STANISLAUS LN	NAPA	224-3804	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TEMPLIN, SCOTT	3009 MONTCLAIR AVE	NAPA	252-2102	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
THOMAS, CHERYL	653 BRUNSWICK DRIVE	VALLEJO	552-0526	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
THOMPSON, W. TRACY	4101 PRIMROSE WAY	NAPA	257-2539	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TIPTON, JERRY	2930 LAUREL ST	NAPA	224-7094	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TRIPP, DAVID	59 GLENWOOD DR	NAPA	257-3579	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
VALENZUELA, JOHN	3034 STADIUM AVE	NAPA	257-2414	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
WHITE, MIKE	1115 HOLMES AVE	NAPA	258-1634	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
WHORLEY, FRANK	1737 VENTURA WAY	SUISUN	422-9311	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
WRIGHT, BILL	2691 DORSET ST	NAPA	255-4627	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
YOUNG, DOUG	1731 TUOLUMNE ST	VALLEJO	552-2204	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
ZIPPEL, JACK	1019 PIERCE ST	FAIRFIELD	421-9926	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BARTLETT, LEE ANN	1580 PUEBLO AVE	NAPA	255-9436	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
GIOIA, CHRISTOPHER	1796 ENTERPRISE WAY	FAIRFIELD	428-5567	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
HOLMES, RICH	2528 MAIN ST	NAPA	226-9437	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
ITZAINA, CAL	1103 FIRST AVE	NAPA	252-4780	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
JOHNSTON, JOY	1069 HEADLANDS DR	NAPA	966-5616	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
DAHLGREN, ROD	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
DIETRICH, GREG	766 BLUEBIRD DRIVE	VACAVILLE	447-8978	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
NAVARRO, RICK	1815 PT REYES PLACE	DAVIS	(916) 753-2137	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
QUINN, BOB	3915 RALIEGH ST	NAPA	258-2303	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
ANDERSON, ANGELA	812 FALL RIVER TR	VACAVILLE	449-0783	PUBLIC WORKS	PUBLIC WORKS	PW EMERGENCY DISPATCH
HARNOIS, KAREN	2424 YAJOME ST	NAPA	253-0276	PUBLIC WORKS	PUBLIC WORKS	PW EMERGENCY DISPATCH
SMITH, MATTHEW	168 RIDGECREST DRIVE	NAPA	226-8651	PUBLIC WORKS	PUBLIC WORKS	PW EMERGENCY DISPATCH

RESOURCE POOL

ENGELMAN, SHELLY	1911 ADRIAN STREET	NAPA	226-8644	COM RESOURCE	RESOURCE POOL	RESOURCE POOL
ANDERSON, CINDY	1462 STONEWOOD CT	SUISUN CITY	864-3649	FINANCE	RESOURCE POOL	RESOURCE POOL
BROWNING, WALT	1036 FIRST AVE	NAPA	257-0294	FINANCE	RESOURCE POOL	RESOURCE POOL
LANNERTONE, DESIREE	81 VILLAGE PARKWAY	NAPA	224-5462	FIRE	RESOURCE POOL	RESOURCE POOL
O'LEARY, ELENA +	130 B STREET	VALLEJO	642-7432	HOUSING	RESOURCE POOL	RESOURCE POOL
CAMPBELL, PAT	P O BOX 163	NAPA	224-5807	POLICE	RESOURCE POOL	RESOURCE POOL
CROSS, BECKY	1633 SILVERADO TR #4	NAPA	254-8435	POLICE	RESOURCE POOL	RESOURCE POOL
CURIEL, LUPE	177 DEWITT AVENUE	NAPA	254-0575	POLICE	RESOURCE POOL	RESOURCE POOL
DELMAS, PEBBLE	3551 WHITECLIFF CR	NAPA	226-6618	POLICE	RESOURCE POOL	RESOURCE POOL
DUGAN, INA	3490 SHELTER CR DR	NAPA	224-2861	POLICE	RESOURCE POOL	RESOURCE POOL
HILL, PATTI	606 ADM CALLAGHAN	VALLEJO	642-9738	POLICE	RESOURCE POOL	RESOURCE POOL
HOWARD, SOUNDRA	3863 BROADWY HWY 29	AMER CANYON	647-0764	POLICE	RESOURCE POOL	RESOURCE POOL
JOHNSTON, THERESA	200 GLEASON AVE	VALLEJO	644-2114	POLICE	RESOURCE POOL	RESOURCE POOL
PHILLIPS, ARLEEN	2605 REDWOOD RD	NAPA	224-1297	POLICE	RESOURCE POOL	RESOURCE POOL
POLLETTA, KATHY	1806 MONTICELLO RD	NAPA	252-4195	POLICE	RESOURCE POOL	RESOURCE POOL
SIRUGO, LUCIA	2334 ELLIOTT DR	AMERICAN CYN	645-9109	POLICE	RESOURCE POOL	RESOURCE POOL

PERSONNEL RESOURCES BY SECTION/DUTY ASSIGNMENT

STEEVES, CORA	3175 VLY GREEN LN	NAPA	253-8173	POLICE	RESOURCE POOL RESOURCE POOL
COLOMBO, RITA	3908 ALEXANDER ST	NAPA	252-7238	PUBLIC WORKS	RESOURCE POOL RESOURCE POOL
PALOMPO, JAY	750 DEERFIELD DR	AMER CANYON	647-7178	FINANCE	RESOURCE POOL RESOURCE POOL (A)
SCOGGINS, CRAIG	4432 CARDINAL CT	NAPA	224-6803	FINANCE	RESOURCE POOL RESOURCE POOL (A)
KUCZ, MICHAEL	2572 ADRIAN STREET	NAPA	255-3452	HOUSING	RESOURCE POOL RESOURCE POOL (A)
TRENTACOSTE, JOYCE	3315 MAC DONALD ST.	NAPA	224-4783	HOUSING	RESOURCE POOL RESOURCE POOL (A)
ZARCO, CANDY +	2589 BUTTE ST	NAPA	224-8839	HOUSING	RESOURCE POOL RESOURCE POOL (A)
SCHLYER, KATRINA	3508 PALOMAR WAY	NAPA	257-6841	COM RESOURCE	RESOURCE POOL RESOURCE POOL (B)
YOUNG, ROD	35 YOUNG CT	NAPA	257-7639	HOUSING	RESOURCE POOL RESOURCE POOL (B)
LEE, JONATHAN	1950 SILVERADO TR	NAPA	252-8702	PUBLIC WORKS	RESOURCE POOL RESOURCE POOL (B)
MANRIQUEZ, BEA +	2523 PACIFIC WAY	NAPA	226-5649	COM RESOURCE	RESOURCE POOL RESOURCE POOL/BILINGUAL
ITZAINA, CAL	1103 FIRST AVE	NAPA	252-4780	PUBLIC WORKS	DEMOBILIZATION (B)
DAHLGREN, ROD	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS	DEMOBILIZATION (C)

PERSONNEL RESOURCES BY DEPARTMENT

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>HOME NO.</u>	<u>DEPARTMENT</u>	<u>SECTION</u>	<u>DUTY ASSIGNMENT</u>
<u>CITY ATTORNEY</u>						
BROWN, TOM	125 SPRING GROVE	SAN RAFAEL	(415) 456-6810	CITY ATTORNEY	LEGAL	LEGAL ADVISOR
JONES, DAVID	8 MEDWAY ROAD	SAN ANSELMO	(415) 455-8547	CITY ATTORNEY	LEGAL	LEGAL ADVISOR
SAUNDERS, SANDY	2504 MACMILLAN ST	NAPA	255-7516	CITY ATTORNEY	PIO	PUBLIC INFORMATION
<u>CITY CLERK</u>						
CARBONE, JACKIE	106 GARTH ST	NAPA	252-7640	CITY CLERK	PIO	PUBLIC INFORMATION
HARPER, LISA	651 DYNASTY DRIVE	FAIRFIELD	864-5472	CITY CLERK	PIO	PUBLIC INFORMATION
LIBONATI, PENNY	573 "B" SOSCOL AVE	NAPA	224-3074	CITY CLERK	PIO	PUBLIC INFORMATION
NIGLIAZZO, PAM MEANS	3268 TWIN OAKS DR	NAPA	252-4295	CITY CLERK	PIO	PUBLIC INFORMATION
<u>CITY MANAGER</u>						
BRAGDON, SUZANNE	1412 BANKS AVENUE	NAPA	252-4671	CITY MANAGER	DIRECTOR - ES	DIR. OF EMERG. SERVICES
DUBAN, TERRI	154 CHERRYVIEW CT	NAPA	259-0729	CITY MANAGER	PIO	PUBLIC INFORMATION
LEWIS, KATHI	1029 LOMA VISTA DR	NAPA	224-4175	CITY MANAGER	DIRECTOR - ES	D.E.S. AIDE
THOMPSON, PAT	15 LEANN CT	NAPA	224-9275	CITY MANAGER	DIRECTOR - ES	DIR. OF EMERG. SERVICES
WILLIAMS, NINA	1183 MONTICELLO RD	NAPA	257-6328	CITY MANAGER	DIRECTOR - ES	D.E.S. AIDE
<u>COMMUNITY RESOURCES</u>						
ALMIROL, MARK	2520 HAWTHORN CT	NAPA	255-7348	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BAILEY, WILLIAM	1510 PARKWOOD ST	NAPA	255-6859	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BAKER, JERE	P O BOX 2433	YOUNTVILLE	944-2903	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BARTSCH, KATHY	600 SHASTA CT	SUISUN CITY	435-9750	COM RESOURCE	LOGISTICS	PERSONNEL (A)
BARTSCH, KATHY	600 SHASTA CT	SUISUN CITY	435-9750	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF (B)
BIEDERMAN, BILL	4333 DALE DRIVE	NAPA	226-6081	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BOTTANI, DENNIS	2205 MONTICELLO RD	NAPA	255-5299	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
BURT, TOM	1226 MAXWELL AVE	NAPA	224-5135	COM RESOURCE	LIAISON	LIAISON
BUSH, DONALD	2093 SANDRA DR	NAPA	226-9446	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
CABRERA, AL	119 GOLDEN GATE CR	NAPA	255-5903	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
CANTILLON, LINDA	2564 DARROCH CT	NAPA	226-7574	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
CARLSEN, BOB	122 MADRID WAY	SONOMA	996-5427	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF (A)
CARLSEN, BOB	122 MADRID WAY	SONOMA	996-5427	COM RESOURCE	OPERATIONS	DEP OPS PW (B)
CASEY, DANIEL	2291 STREBLOW DR	NAPA	257-2784	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
COLEMAN, GREG	2597 BOXWOOD LANE	FAIRFIELD	429-8854	COM RESOURCE	LIAISON	LIAISON (A)
COLEMAN, GREG	2597 BOXWOOD LANE	FAIRFIELD	429-8854	COM RESOURCE	LOGISTICS	FACILITIES (B)
ENGELMAN, SHELLY	1911 ADRIAN STREET	NAPA	226-8644	COM RESOURCE	RESOURCE POOL	RESOURCE POOL
FRAYRE, JULIAN +	1613 "F" ST, #B	NAPA	254-8840	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
GOMEZ, JUAN +	239 RANDOLPH ST	NAPA	257-1447	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
HANSEN, ROB	2535 SOLANO AVE	NAPA	224-1996	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
HUBBARD, CHRIS	2805 CONIFER DR	FAIRFIELD	429-5101	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
LARIN, CINDY	3777 NORFOLK ST	NAPA	226-6418	COM RESOURCE	PIO	PUBLIC INFORMATION
LUIZ, DONALD	1152 MT. VIEW CIRCLE	NAPA	252-3508	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS

PERSONNEL RESOURCES BY DEPARTMENT

MANRIQUEZ, BEA +	2523 PACIFIC WAY	NAPA	226-5649	COM RESOURCE	RESOURCE POOL	RESOURCE POOL/BILINGUAL
MATTILA, GLENN	140 MAYFIELD CT.	NAPA	252-6759	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
MEDERIOS, PAUL	262 ST ANDREWS	NAPA	255-7899	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
MENTZER, BILL	1629 SILVERADO TR	NAPA	253-8743	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
MONTINI, PAUL	22 BANCAL COURT	NAPA	253-2767	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
O'GARA, ANITA CASTELLANO	2470 GINA DR	NAPA	226-3918	COM RESOURCE	PIO	PUBLIC INFORMATION
OLIVER, DAVID	1320 TRANCAS #128	NAPA	255-0197	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
PISCIA, GENE	1035 WESTVIEW ST	NAPA	255-5342	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF
RIELLA, FRANK	1671 "E" STREET	NAPA	258-0462	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
ROBLES, DANNY	65 BANCAL COURT	NAPA	258-0763	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
SCHLYER, KATRINA	3508 PALOMAR WAY	NAPA	257-6841	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF (A)
SCHLYER, KATRINA	3508 PALOMAR WAY	NAPA	257-6841	COM RESOURCE	RESOURCE POOL	RESOURCE POOL (B)
SCHNEIDER, ERIC	1631 BROWN ST	NAPA	254-0652	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
STANTON, HEATHER	446 SO JEFFERSON	NAPA	257-3284	COM RESOURCE	LOGISTICS	LOGISTICS CHIEF
STONE, SHERRIE	136 ADOBE LN	NAPA	226-6636	COM RESOURCE	LOGISTICS	CARE & SHELTER (A)
STONE, SHERRIE	136 ADOBE LN	NAPA	226-6636	COM RESOURCE	LIAISON	LIAISON (B)
THOMAS, MARK	420 FARRAGUT AVE	VALLEJO	558-0766	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
UPCZAK, ED	145 WARD CT	VALLEJO	558-8145	COM RESOURCE	LOGISTICS	FACILITIES
WIGGIN, JACK	1619 LAUREL ST.	NAPA	224-5340	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS
WRIGHT, LARRY	2957 GULF DRIVE	FAIRFIELD	429-7161	COM RESOURCE	PUBLIC WORKS	PUBLIC WORKS

CITY COUNCIL

BUSENBARK, JOANNE	1650 SALVADOR	NAPA	253-7670	COUNCIL	CITY COUNCIL	CITY COUNCIL
HENDERSON, ED	269 MONTE VISTA DR	NAPA	224-7778	COUNCIL	CITY COUNCIL	CITY COUNCIL
MARTIN, HARRY	1519 ANDREA CIRCLE	NAPA	253-8186	COUNCIL	CITY COUNCIL	CITY COUNCIL
TECHEL, JILL	1075 ROUND HILL CIR	NAPA	255-6054	COUNCIL	CITY COUNCIL	CITY COUNCIL
WAGENKNECHT, BRAD	127 KERNS CT	NAPA	226-5874	COUNCIL	CITY COUNCIL	CITY COUNCIL

FINANCE

ANDERSON, CINDY	1462 STONEWOOD CT	SUISUN CITY	864-3649	FINANCE	RESOURCE POOL	RESOURCE POOL
BROWNING, WALT	1036 FIRST AVE	NAPA	257-0294	FINANCE	RESOURCE POOL	RESOURCE POOL
CHRISTENSEN, JED	4257 MAHER STREET	NAPA	226-6650	FINANCE	FINANCE	FINANCE CHIEF
DAVIS, JOYCELYN	713 TRANCAS, #29	NAPA	254-8460	FINANCE	EOC SECURITY	EOC SECURITY
EDDLEMAN, KATHIE	550 RIVER GLEN #33	NAPA	252-4715	FINANCE	LOGISTICS	SUPPLY
FONG, MILLIE	850 LAGUNA ST	NAPA	824-8808	FINANCE	FINANCE	TIME/COST/CLAIMS
GORDON, ANGIE	30 SOUTHPORT WAY	VALLEJO	644-2557	FINANCE	PIO	PUBLIC INFORMATION (A)
GORDON, ANGIE	30 SOUTHPORT WAY	VALLEJO	644-2557	FINANCE	FINANCE	FINANCE CHIEF (B)
HEUN, ANETTE	2530 WHITMAN	NAPA	255-4386	FINANCE	FINANCE	TIME/COST/CLAIMS
HUSS, FAWN	10 PALM DRIVE	NAPA	257-2086	FINANCE	FINANCE	TIME/COST/CLAIMS
MASBAD, EDNA	122 WELSH COURT	VALLEJO	552-0556	FINANCE	FINANCE	FINANCE CHIEF
MAYNARD, SHELLEY	103 BIRCHWOOD CT	SUISUN	429-3991	FINANCE	FINANCE	FINANCE
MCDADE, LINDA	1025 STONEBRIDGE	NAPA	258-8941	FINANCE	PIO	PUBLIC INFORMATION (A)
MCDADE, LINDA	1025 STONEBRIDGE	NAPA	258-8941	FINANCE	FINANCE	FINANCE CHIEF (B)
O'ROURKE, PAULA	18 MARGO COURT	NAPA	253-1454	FINANCE	PIO	PUBLIC INFORMATION (A)

PERSONNEL RESOURCES BY DEPARTMENT

O'ROURKE, PAULA	18 MARGO COURT	NAPA	253-1454	FINANCE	FINANCE	FINANCE (B)
PALOMPO, JAY	750 DEERFIELD DR	AMER CANYON	647-7178	FINANCE	RESOURCE POOL	RESOURCE POOL (A)
PALOMPO, JAY	750 DEERFIELD DR	AMER CANYON	647-7178	FINANCE	FINANCE	FINANCE (B)
ROGERS, CONNIE	P O BOX 5963	NAPA	224-1462	FINANCE	PIO	PUBLIC INFORMATION (A)
ROGERS, CONNIE	P O BOX 5963	NAPA	224-1462	FINANCE	FINANCE	FINANCE (B)
SCOGGINS, CRAIG	4432 CARDINAL CT	NAPA	224-6803	FINANCE	RESOURCE POOL	RESOURCE POOL (A)
SCOGGINS, CRAIG	4432 CARDINAL CT	NAPA	224-6803	FINANCE	FINANCE	FINANCE (B)
SHOOK, JACKIE	3893 KLAMATH CT	NAPA	226-8957	FINANCE	FINANCE	FINANCE
SIMAS, MARGIE	627 MATSON DR	NAPA	224-1544	FINANCE	FINANCE	FINANCE
SKAGGS, LOUISE	1446A OAK STREET	NAPA	253-8623	FINANCE	PIO	PUBLIC INFORMATION (A)
SKAGGS, LOUISE	1446A OAK STREET	NAPA	253-8623	FINANCE	FINANCE	FINANCE (B)
SMITH, JIM	1004 FOURTH AVE	NAPA	252-6603	FINANCE	FINANCE	FINANCE
THOMPSON, TRACY	4101 PRIMROSE WAY	NAPA	257-2539	FINANCE	FINANCE	FINANCE
WHEELER, WES	42 JULIAN AVNEUE	NAPA	257-1903	FINANCE	LOGISTICS	SUPPLY
WHITMAN, CLAUDIA	2074 MARIA DR	NAPA	252-4292	FINANCE	FINANCE	FINANCE

FIRE

ANDERSON, JARRETT	814 CENTRAL AVENUE	NAPA	259-1656	FIRE	FIRE	FIRE
BAEZ, JOE	769 JOSEPH CT	NAPA	255-4158	FIRE	OPERATIONS	DEPUTY OPS
BARNES, MIKE	9 GERALDINE CT	NAPA	253-8077	FIRE	FIRE	FIRE
BECKER, STEVE	56 GLENWOOD DRIVE	NAPA	252-2425	FIRE	FIRE	FIRE
BORMAN, TIM	1884 HERITAGE WAY	YOUNTVILLE	944-2197	FIRE	OPERATIONS	DEPUTY OPS (A)
BORMAN, TIM	1884 HERITAGE WAY	YOUNTVILLE	944-2197	FIRE	OPERATIONS	OPS CHIEF (B)
BORMAN, TIM	1884 HERITAGE WAY	YOUNTVILLE	944-2197	FIRE	EM. SVS. MGR	ESM (C)
BRADLEY, GEORGE	5223 COUNTRY LANE	NAPA	253-0198	FIRE	FIRE	FIRE
BRASSFIELD, STEVE	202 ADRIAN CT	VACAVILLE	447-0839	FIRE	FIRE	FIRE
BRIDEWELL, DOUG	1264 CARRELL LANE	NAPA	253-2825	FIRE	FIRE	FIRE
CALLANAN, JOHN	1732 TALLAC ST	NAPA	252-0860	FIRE	FIRE	FIRE
CERIANI, STEVE	429 GRANDVIEW DR	VACAVILLE	448-5898	FIRE	FIRE	FIRE
COHN, DONALD	1570 PARKER CT	NAPA	255-4491	FIRE	OPERATIONS	DEPUTY OPS
DOMBROWSKI, TIM	900 BLUEWATER DR	VACAVILLE	491-0923	FIRE	FIRE	FIRE
FRAPPIA, BOB	3123 HYDE PARK PLACE	NAPA	259-0930	FIRE	FIRE	FIRE
GHOLSON, JIM	1150 HEDGESIDE AVE	NAPA	255-3025	FIRE	FIRE	FIRE
GILDEA, SUSIE	4504 STILLSON ST	NAPA	255-8509	FIRE	PIO	PUBLIC INFORMATION
HALL, DAN	P O BOX 2092	NAPA	253-9417	FIRE	FIRE	FIRE
HAMILTON, PAT	4464 JAY COURT	NAPA	255-3621	FIRE	FIRE	FIRE
HANDLEY, PHIL	3068 VICHY AVE	NAPA	252-0671	FIRE	FIRE	FIRE
HORTON, DON	1117 DILLON DR	NAPA	255-1407	FIRE	FIRE	FIRE
JARECKI, SHARON	56 GLENWOOD	NAPA	226-9467	FIRE	FIRE	FIRE
JOHNSON, CARL	3561 BECKWORTH DR	NAPA	253-2137	FIRE	FIRE	FIRE
JOHNSON, DON	280 SPINDRIFT WAY	VACAVILLE	446-2511	FIRE	FIRE	FIRE
KOWALSKI, JULIAN	56 GLENWOOD AVE	NAPA	224-7363	FIRE	FIRE	FIRE
KUYKENALL, DICK	905 CHAMPAGNE SO.	CALISTOGA	942-8865	FIRE	FIRE	FIRE
LANGHAM, PETER	3506 TWIN OAKS CT	NAPA	226-2919	FIRE	OPERATIONS	DEPUTY OPS

PERSONNEL RESOURCES BY DEPARTMENT

LANNERTONE, DESIREE	81 VILLAGE PARKWAY	NAPA	224-5462	FIRE	RESOURCE POOL	RESOURCE POOL
LLOYD, RICHARD	2595 HARVEST LANE	NAPA	252-9549	FIRE	OPERATIONS	DEPUTY OPS (A)
LLOYD, RICHARD	2595 HARVEST LANE	NAPA	252-9549	FIRE	OPERATIONS	OPS CHIEF (B)
LLOYD, RICHARD	2595 HARVEST LANE	NAPA	252-9549	FIRE	EM. SVS. MGR	ESM (C)
LOFFGREN, MAX	1751 UTAH ST	FAIRFIELD	421-9184	FIRE	FIRE	FIRE
LOPEZ, CESAR +	46 DICKERSON LN	NAPA	257-8816	FIRE	FIRE	FIRE
MARTIGNONI, CHARLES	1756 MC KINLEY RD	NAPA	253-8490	FIRE	FIRE	FIRE
MCCAFFREY, KEITH	2454 CABERNET ST	NAPA	252-0294	FIRE	FIRE	FIRE
MELLOW, DAVE	2442 TROWER AVE	NAPA	255-7054	FIRE	OPERATIONS	OPS CHIEF (A)
MELLOW, DAVE	2442 TROWER AVE	NAPA	255-7054	FIRE	EM. SVS. MGR	ESM (B)
MONETA, STEVE	4485 SANDALWOOD	NAPA	252-6080	FIRE	FIRE	FIRE
MORRIS, KIRK	831 FALL RIVER TR	VACAVILLE	448-7311	FIRE	FIRE	FIRE
NANCE, BOB	2074 COOMBSVILLE	NAPA	257-1863	FIRE	FIRE	FIRE
NANCE, VALERIE	2074 COOMBSVILLE	NAPA	257-1863	FIRE	FIRE	FIRE (A)
NANCE, VALERIE	2074 COOMBSVILLE	NAPA	257-1863	FIRE	LOGISTICS	PERSONNEL (B)
PEREZ, CONRAD	2423 MACLEAN ST	NAPA	259-0715	FIRE	OPERATIONS	DEPUTY OPS
PERKINS, SHIRLEY	2511 ROLLINGWOOD	NAPA	224-8490	FIRE	LIAISON	LIAISON (A)
PERKINS, SHIRLEY	2511 ROLLINGWOOD	NAPA	224-8490	FIRE	LOGISTICS	LOGISTICS CHIEF (B)
PERO, JOSH	1790 WILSON WAY	DIXON	(916) 693-0705	FIRE	FIRE	FIRE
PERRY, JOE	58 DICKERSON LANE	NAPA	252-6515	FIRE	DIRECTOR - E.S.	DIR. OF EMERG. SVS. (A)
PERRY, JOE	58 DICKERSON LANE	NAPA	252-6515	FIRE	EM. SVS. MGR	ESM (B)
POPE, JIM	4066 TOKAY CT	NAPA	255-8419	FIRE	OPERATIONS	DEPUTY OPS
PUTNEY, BOB	1258 TROWER AVE	NAPA	252-7595	FIRE	OPERATIONS	DEPUTY OPS
RANDOLPH, MIKE	5133 ST. HELENA HWY	NAPA	255-8669	FIRE	FIRE	FIRE
REICHENBERG, ROGER	3771 NEWARK DR	NAPA	253-0118	FIRE	FIRE	FIRE
ROBERTSON, WILLIAM	2130 HOFFMAN LN	YOUNTVILLE	944-2927	FIRE	OPERATIONS	DEPUTY OPS
SCHULTZ, JAN	2054 MORLAN DR	NAPA	224-7402	FIRE	OPERATIONS	DEPUTY OPS (A)
SCHULTZ, JAN	2054 MORLAN DR	NAPA	224-7402	FIRE	OPERATIONS	OPS CHIEF (B)
SCHULTZ, JAN	2054 MORLAN DR	NAPA	224-7402	FIRE	EM. SVS. MGR	ESM (C)
SEDGLEY, SCOTT	3920 LAP CT	NAPA	255-7630	FIRE	OPERATIONS	DEPUTY OPS
SMITH, BYTHAN	5482 ST HELENA HWY	NAPA	226-7622	FIRE	FIRE	FIRE
SMITH, JEFF	1111 BERRY ST	CALISTOGA	942-6376	FIRE	FIRE	FIRE
SNOWDEN, JERRY	1016 WYATT RD	NAPA	224-7709	FIRE	FIRE	FIRE
STEWART, JEFF	1022 SUMMIT AVE	NAPA	226-1426	FIRE	FIRE	FIRE
STITH, PHIL	1726 SEQUOIA	NAPA	257-6511	FIRE	FIRE	FIRE
STUART, STEVE	606 HUNT STREET	NAPA	252-4717	FIRE	OPERATIONS	DEPUTY OPS
SUENRAM, KIM	3015 TORRE RAMEL	OAKLEY	(510) 679-1460	FIRE	OPERATIONS	DEPUTY OPS
TREBOTICH, JON	1152 HILTON AVE	NAPA	252-1186	FIRE	OPERATIONS	DEPUTY OPS
TRICKLE, LYNN	708 LAURELWOOD CIR	VACAVILLE	451-7748	FIRE	PLANNING	RESOURCE STATUS
TSUDAMA, DICK	2458 FLAGSTONE DR	NAPA	224-8901	FIRE	OPERATIONS	DEPUTY OPS
VALENZUELA, JOE +	105 ELODIA CIRCLE	NAPA	258-9940	FIRE	FIRE	FIRE
VICK, RON	1701 WISE DR	NAPA	253-8055	FIRE	OPERATIONS	DEPUTY OPS
WAMSLEY, PAT	455 EAST BERNA AVE	NAPA	259-1890	FIRE	FIRE	FIRE
WESSELS, BOB	2274 CULPEPPER ST	NAPA	226-6502	FIRE	FIRE	FIRE

PERSONNEL RESOURCES BY DEPARTMENT

WHITNEY, DONNA	3593 BECKWORTH DR	NAPA	226-3840	FIRE	LOGISTICS	PERSONNEL
<u>HOUSING</u>						
DREIER, PETER	3335 BRITTANY CIRCLE	NAPA	257-3630	HOUSING	PIO	PUBLIC INFORMATION
GOMEZ, JENNIFER	166 HOMEWOOD AVE.	NAPA	226-2531	HOUSING	PIO	PUBLIC INFORMATION
GONZALEZ, ESTHER +	P.O BOX 6853	NAPA	224-8212	HOUSING	PIO	PUBLIC INFORMATION
HAWKINS, ELENA	P.O. BOX 10414	NAPA	254-9499	HOUSING	PLANNING	DOCUMENTATION (A)
HAWKINS, ELENA	P.O. BOX 10414	NAPA	254-9499	HOUSING	LOGISTICS	CARE & SHELTER (B)
KUCZ, MICHAEL	2572 ADRIAN STREET	NAPA	255-3452	HOUSING	RESOURCE POOL	RESOURCE POOL (A)
KUCZ, MICHAEL	2572 ADRIAN STREET	NAPA	255-3452	HOUSING	PLANNING	RESOURCE STATUS (B)
LEIJA, ROSIE +	1001 LITTLE STREET	NAPA	252-8225	HOUSING	PIO	PUBLIC INFORMATION
O'LEARY, ELENA +	130 B STREET	VALLEJO	642-7432	HOUSING	RESOURCE POOL	RESOURCE POOL
SEHORN, DONALD	2304 BURGUNDY WAY	FAIRFIELD	428-6211	HOUSING	LOGISTICS	CARE & SHELTER
TRENTACOSTE, JOYCE	3315 MAC DONALD ST.	NAPA	224-4783	HOUSING	RESOURCE POOL	RESOURCE POOL (A)
TRENTACOSTE, JOYCE	3315 MACDONALD ST.	NAPA	224-4783	HOUSING	LOGISTICS	PERSONNEL (B)
YOUNG, ROD	35 YOUNG CT	NAPA	257-7639	HOUSING	PLANNING	DAMAGE ASSESSMENT (A)
YOUNG, ROD	35 YOUNG CT	NAPA	257-7639	HOUSING	RESOURCE POOL	RESOURCE POOL (B)
ZARCO, CANDY +	2589 BUTTE ST	NAPA	224-8839	HOUSING	RESOURCE POOL	RESOURCE POOL (A)
ZARCO, CANDY +	2589 BUTTE ST	NAPA	224-8839	HOUSING	PLANNING	RESOURCE STATUS (B)
<u>PERSONNEL</u>						
HAMILTON, SANDY	4464 JAY COURT	NAPA	255-3621	PERSONNEL	PIO	PUBLIC INFORMATION
KASTEN, CYNDI	308 ASHLAR DRIVE	NAPA	258-2848	PERSONNEL	LOGISTICS	PERSONNEL
MASSEY, LEANNA	361 BLUEJAY WAY	NAPA	257-6513	PERSONNEL	PIO	PUBLIC INFORMATION
RUXTON, VALERIE	5149 RENAISSANCE	FAIRFIELD	864-8829	PERSONNEL	LOGISTICS	PERSONNEL
<u>PLANNING</u>						
BERGER, JULIA	2147 HARDING AVE #C	NAPA	254-9060	PLANNING	PLANNING	RESOURCE STATUS (A)
BERGER, JULIA	2147 HARDING AVE #C	NAPA	254-9060	PLANNING	PLANNING	DOCUMENTATION (B)
CUNNINGHAM, CAROL	6 JANAI COURT	NAPA	224-9174	PLANNING	PLANNING	DOCUMENTATION
DONG, TAMMY	2147A HARDING AVE	NAPA	253-9294	PLANNING	PLANNING	DOCUMENTATION
FAABORG, DEBORAH	4243 PEACEFUL GLEN	VACAVILLE	455-0402	PLANNING	PLANNING	PLANNING CHIEF
HANNA, BOB	7 MICHAEL WAY	NAPA	258-0318	PLANNING	PLANNING	PLANNING CHIEF
HASSER, JEAN	2015 WEATHERBY WAY	PETALUMA	778-1633	PLANNING	PLANNING	SITUATION STATUS (A)
HASSER, JEAN	2015 WEATHERBY WAY	PETALUMA	778-1633	PLANNING	PLANNING	DOCUMENTATION (B)
KLINGBEIL, SCOTT	3550 CALISTOGA RD	SANTA ROSA	539-1176	PLANNING	PLANNING	SITUATION STATUS (A)
KLINGBEIL, SCOTT	3550 CALISTOGA RD	SANTA ROSA	539-1176	PLANNING	PLANNING	RESOURCE STATUS (B)
LINDBECK, STEVE	183 ROBIN AVE	COTATI	792-0395	PLANNING	PLANNING	SITUATION STATUS (A)
LINDBECK, STEVE	183 ROBIN AVE	COTATI	792-0395	PLANNING	PLANNING	RESOURCE STATUS (B)
MALESKE, MARSHA	3500 YOUNG AVENUE	NAPA	224-6223	PLANNING	PLANNING	PLANNING CHIEF
TYGART, VIRGINIA	2539 ROLLINGWOOD	NAPA	255-3774	PLANNING	PIO	PUBLIC INFORMATION
YOST, JOHN	2239 FIRST AVENUE	NAPA	257-2561	PLANNING	PLANNING	PLANNING CHIEF

POLICE

PERSONNEL RESOURCES BY DEPARTMENT

ABRAMS, BECKY	201 STARBOARD DR	VALLEJO	647-3180	POLICE	POLICE	DISPATCH
ALLGOWER, RON				POLICE	OPERATIONS	DEPUTY OPS
APPEL, RON				POLICE	POLICE	PD
AQUINIO, MANNY				POLICE	POLICE	PD
ASHENFELTER, DEBORAH	814 KEATS DRIVE	VALLEJO	647-0762	POLICE	EOC SECURITY	EOC SECURITY
BAHN, AL				POLICE	POLICE	PD
BAKER, BRUCE				POLICE	POLICE	PD
BAKER, CHRISTINE	P.O. BOX 156	NAPA	253-7731	POLICE	POLICE	PD
BENDER, GARTH				POLICE	POLICE	PD
BERG, MIKE				POLICE	OPERATIONS	DEPUTY OPS (A)
BERG, MIKE				POLICE	OPERATIONS	OPS CHIEF (B)
BERG, MIKE				POLICE	EM. SVS. MGR	ESM (C)
BOWMAN, RANDALL				POLICE	OPERATIONS	DEPUTY OPS PD
CAMPAGNA, BRIAN				POLICE	POLICE	PD
CAMPBELL, PAT	P O BOX 163	NAPA	224-5807	POLICE	RESOURCE POOL	RESOURCE POOL
CANTILLON, TIM				POLICE	POLICE	PD
CERVONE, TONY				POLICE	POLICE	PD
CHAPMAN, KEN				POLICE	POLICE	PD
COLE, RYAN				POLICE	POLICE	PD
COOK, RON				POLICE	POLICE	PD
CORRIGAN, JOHN				POLICE	POLICE	PD
CROSS, BECKY	1633 SILVERADO TR #4	NAPA	254-8435	POLICE	RESOURCE POOL	RESOURCE POOL
CURIEL, LUPE	177 DEWITT AVENUE	NAPA	254-0575	POLICE	RESOURCE POOL	RESOURCE POOL
DANIELS, RICK				POLICE	POLICE	PD
DAVIS, RUSSEL				POLICE	POLICE	PD
DEGULIO, VINCE				POLICE	OPERATIONS	DEPUTY OPS
DELMAS, PEBBLE	3551 WHITECLIFF CR	NAPA	226-6618	POLICE	RESOURCE POOL	RESOURCE POOL
DERN, KRIS				POLICE	OPERATIONS	DEPUTY OPS
DIZMANG, SUE	3701 MONTICELLO RD	NAPA	259-1150	POLICE	POLICE	DISPATCH
DOMINGO, GARY				POLICE	OPERATIONS	OPS CHIEF (A)
DOMINGO, GARY				POLICE	EM. SVS. MGR	ESM (B)
DUGAN, INA	3490 SHELTER CR DR	NAPA	224-2861	POLICE	RESOURCE POOL	RESOURCE POOL
DUNLAVY, ANNE				POLICE	POLICE	PD
ESSER, FRANK				POLICE	POLICE	PD *
EVERETT, CHARLENE	1048 AUSTIN WAY	NAPA	257-2194	POLICE	POLICE	DISPATCH
FARIA, RUBEN				POLICE	POLICE	PD
FITZGERALD, GILES				POLICE	POLICE	PD
FOSTER, JERRY				POLICE	POLICE	PD
FUQUA, VONN	2037 W LINCOLN	NAPA	255-5935	POLICE	POLICE	DISPATCH
GALLEGOS, GIL				POLICE	OPERATIONS	DEPUTY OPS
GEOGHEGAN, STEVE				POLICE	OPERATIONS	DEP. OPS (A)
GEOGHEGAN, STEVE				POLICE	OPERATIONS	OPS CHIEF (B)
GEOGHEGAN, STEVE				POLICE	EM. SVS. MGR	ESM (C)
GESKE, LIZ	2257 FIRST AVE	NAPA	258-9056	POLICE	POLICE	DISPATCH

PERSONNEL RESOURCES BY DEPARTMENT

GONSALVES, TERRY				POLICE	POLICE	PD
GRASSI, GARY				POLICE	OPERATIONS	DEPUTY OPS
HARRISON, GAIL	1658 MARY C DR	NAPA	255-7064	POLICE	POLICE	DISPATCH
HART, LEROY				POLICE	POLICE	PD
HELD, AMY				POLICE	POLICE	PD
HENRY, MIKE				POLICE	POLICE	PD
HENSLEY, MIKE				POLICE	POLICE	PD
HESS, RON				POLICE	EOC SECURITY	EOC SECURITY
HILL, PATTI	606 ADM CALLAGHAN	VALLEJO	642-9738	POLICE	RESOURCE POOL	RESOURCE POOL
HONEY, DONALD				POLICE	POLICE	PD
HOOD, CYNTHIA	12 SUSAN COURT	NAPA	226-3960	POLICE	EOC SECURITY	EOC SECURITY
HOWARD, SOUNDRA	3863 BROADWY HWY 29	AMER CANYON	647-0764	POLICE	RESOURCE POOL	RESOURCE POOL
HUBERT, JULIE	33 GLENWOOD DR	NAPA	224-5684	POLICE	POLICE	DISPATCH
HUNTLEY, JUDY				POLICE	POLICE	PD
JABIN, BILL				POLICE	OPERATIONS	DEP. OPS (A)
JABIN, BILL				POLICE	OPERATIONS	OPS CHIEF (B)
JABIN, BILL				POLICE	EM. SVS. MGR	ESM (C)
JAMES, JUDY	301 HICKORY ST	NAPA	251-8997	POLICE	PIO	PUBLIC INFORMATION
JERICH, PETER				POLICE	POLICE	PD
JOHNSTON, THERESA	200 GLEASON AVE	VALLEJO	644-2114	POLICE	RESOURCE POOL	RESOURCE POOL
KNUTSEN, ED				POLICE	POLICE	PD
KOSTELAC, JOHN				POLICE	OPERATIONS	DEPUTY OPS
KRAMER, THERESA	3529 WHITECLIFF CR	NAPA	255-6934	POLICE	POLICE	DISPATCH
LAIR, DELLA	1170 SECOND	NAPA	255-7164	POLICE	POLICE	DISPATCH
LASHBROOK, TOM				POLICE	POLICE	PD
LAVOY, STEVE				POLICE	POLICE	PD
LEWIS, ANDY				POLICE	OPERATIONS	DEP. OPS (A)
LEWIS, ANDY				POLICE	OPERATIONS	OPS CHIEF (B)
LEWIS, ANDY				POLICE	EM. SVS. MGR	ESM (C)
LIPSEY, JANET	3518 WESTMINSTER	NAPA	253-7545	POLICE	POLICE	PD
LONERGAN, DAN				POLICE	POLICE	PD
LORING, TEDI	2030 POLLEY DR	NAPA	224-3672	POLICE	POLICE	DISPATCH
MANZER, PATRICK				POLICE	POLICE	PD
MARSH, RICHARD				POLICE	POLICE	PD *
MATULICH, JOE				POLICE	POLICE	PD
MEDLAR, TERRY				POLICE	POLICE	PD
MINGUS, AL				POLICE	POLICE	PD
MONEZ, DAN				POLICE	DIR. EM. SVS.	DIR. OF EMERG. SVS. (A)
MONEZ, DAN				POLICE	EM. SVS. MGR	ESM (B)
MONICA, TYRONE				POLICE	POLICE	PD
NEU, CHARANN	2475 MACLENNAN ST	NAPA	255-6672	POLICE	LIAISON	LIAISON (A)
NEU, CHARANN				POLICE	LOGISTICS	CARE & SHELTER (B)
OLSEN, KATHERINE				POLICE	POLICE	PD
PANIAGUA, PAUL				POLICE	POLICE	PD

PERSONNEL RESOURCES BY DEPARTMENT

PEECOOK, DEBBIE				POLICE	POLICE	PD
PHILLIPS, ARLEEN	2605 REDWOOD RD	NAPA	224-1297	POLICE	RESOURCE POOL	RESOURCE POOL
PIEPER, TOM				POLICE	POLICE	PD
POLLETTA, KATHY	1806 MONTICELLO RD	NAPA	252-4195	POLICE	RESOURCE POOL	RESOURCE POOL
POTTER, BRENT				POLICE	POLICE	PD
POTTER, STEVE				POLICE	OPERATIONS	DEPUTY OPS
PRECIADO, IMELDA	215 ALAMEDA ST	VALLEJO	642-9655	POLICE	PIO	PUBLIC INFORMATION
PREMO, KIRK				POLICE	POLICE	PD
PRUETT, KRISTY	3212 JEFFERSON #312	NAPA	252-4164	POLICE	POLICE	DISPATCH
REESE, GREG				POLICE	POLICE	PD
RINCON, ART				POLICE	POLICE	PD
RIPLEY, MARTY	821 RUDDY LANE	SUISUN	422-8374	POLICE	POLICE	DISPATCH
RISLEY, DAN				POLICE	POLICE	PD
ROBERTSON, DAVE	1531 SEQUOIA	NAPA	252-1085	POLICE	POLICE	DISPATCH
ROSIN, DOUG				POLICE	POLICE	PD
ROTH, LINDA	1075 CENTURY CT	NAPA	255-4131	POLICE	POLICE	DISPATCH
SIERRAS, PAM	3152 VALLEY GREEN LN	NAPA	252-3173	POLICE	PIO	PUBLIC INFORMATION
SIRUGO, LUCIA	2334 ELLIOTT DR	AMERICAN CYN	645-9109	POLICE	RESOURCE POOL	RESOURCE POOL
SLAIGHT, DAVE				POLICE	OPERATIONS	DEPUTY OPS
SNELL, JOEL				POLICE	POLICE	PD
SNIDER, ANNE				POLICE	POLICE	PD
SOUZA, TRACEY	1128 C FOSTER DR	NAPA	258-6242	POLICE	POLICE	DISPATCH
STEEVES, CORA	3175 VLY GREEN LN	NAPA	253-8173	POLICE	RESOURCE POOL	RESOURCE POOL
STORNETTA, CHUCK				POLICE	POLICE	PD
SUMNER, MICHELE	479 CROSS ST	NAPA	252-6132	POLICE	POLICE	DISPATCH
THARP, SUSIE	1143 W PUEBLO PL	NAPA	255-7106	POLICE	POLICE	DISPATCH
TREACY, TOM				POLICE	POLICE	PD
TROENDLY, JEFF				POLICE	OPERATIONS	DEPUTY OPS
TURNER, BEV	2020 OAK STREET	NAPA	252-1041	POLICE	POLICE	DISPATCH
ULITIN, GEORGE				POLICE	POLICE	PD
ULLOTH, BARRY	8 WINESTONE COURT	NAPA	224-6900	POLICE	POLICE	DISPATCH
VAGNERINI, MIKE	1351 MENLO	NAPA	251-0661	POLICE	POLICE	DISPATCH
VOUCHILAS, LEO				POLICE	POLICE	PD
WALKER, DENISE	44 JUNIPER DRIVE	NAPA	253-1484	POLICE	POLICE	PD *
WALUND, MIKE				POLICE	POLICE	PD
WIGGIN, TAMMY	2334 ENGLAND AVE	NAPA	255-1774	POLICE	POLICE	DISPATCH
WILSON, PATRICK				POLICE	POLICE	PD
WINEGAR, DON				POLICE	POLICE	PD
WORTHINGTON, MARK				POLICE	POLICE	PD
<u>PUBLIC WORKS</u>						
ANDERSON, ANGELA	812 FALL RIVER TR	VACAVILLE	449-0783	PUBLIC WORKS	PUBLIC WORKS	PW EMERGENCY DISPATCH
ARMSTRONG, STAN	P O BOX 391	NAPA	257-2654	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BAGLEY, RICH	990 SAGE CANYON RD	ST HELENA	963-1963	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS

PERSONNEL RESOURCES BY DEPARTMENT

BARRAGAN, STEVE	4469 TANGLEWOOD WY	NAPA	255-6992	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BARTLETT, BOB	1580 PUEBLO AVE	NAPA	255-9436	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BARTLETT, LEE ANN	1580 PUEBLO AVE	NAPA	255-9436	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
BARTLETT, LEE ANN	1580 PUEBLO AVE	NAPA	255-9436	PUBLIC WORKS	LOGISTICS	PERSONNEL (B)
BARTLETT, MIKE	46 LUGO LN	NAPA	252-7136	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BATTO, PAUL	1090 DRY CREEK RD	NAPA	252-8545	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BROCKWAY, RALPH	170 RAMONA ST	VACAVILLE	448-7566	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
BROOKS, VINCE	343 WYOMING STREET	FAIRFIELD	421-2431	PUBLIC WORKS	LOGISTICS	FACILITIES
BRUCE, KITTY	30 AMARILLO DRIVE	AMERICAN CYN	643-1647	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
BRUN, PHIL	1803 SILVERADO TR #1	NAPA	257-8572	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CALDWELL, BILL	33 GRIGGS LANE	NAPA	253-2875	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CHRISTOPHER, VICKIE	2140 ELLIOTT DRIVE	AMER CANYON	644-2763	PUBLIC WORKS	PLANNING	DOCUMENTATION
COGGIOLA, DAVE	4448 TANGLEWOOD WY	NAPA	255-0153	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
COLOMBO, RITA	3908 ALEXANDER ST	NAPA	252-7238	PUBLIC WORKS	RESOURCE POOL	RESOURCE POOL
CORBETT, MIKE	3063 LINDA VISTA A	NAPA	224-8421	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CRANDALL, CHARLES	1595 ASH ST	NAPA	252-6826	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CREGO, STEVE	2528 MACMILLAN	NAPA	254-0761	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
CYR, DENNIS	55 HACIENDA DR	NAPA	224-5752	PUBLIC WORKS	PLANNING	SITUATION STATUS (A)
CYR, DENNIS	55 HACIENDA DR	NAPA	224-5752	PUBLIC WORKS	PLANNING	RESOURCE STATUS (B)
DAHLGREN, CINDY	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS	LOGISTICS	TRANSPORTATION
DAHLGREN, ROD	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS	LOGISTICS	TRANSPORTATION (A)
DAHLGREN, ROD	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
DAHLGREN, ROD	2076 COOMBSVILLE	NAPA	226-5859	PUBLIC WORKS		DEMOBILIZATION (C)
DAHLQUEST, ERIC	1831 PARK AVE	NAPA	226-2532	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
DELANY, RICHARD	93 FRANKLIN ST	NAPA	257-7716	PUBLIC WORKS	LOGISTICS	FACILITIES
DIETRICH, GREG	766 BLUEBIRD DRIVE	VACAVILLE	447-8978	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT (A)
DIETRICH, GREG	766 BLUEBIRD DRIVE	VACAVILLE	447-8978	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
DRAPER, JOHN	1020 MCCORMICK LN	NAPA	257-7161	PUBLIC WORKS	PLANNING	SITUATION STATUS
DUNGAN, SCOTT	147 RIDGECREST DR	NAPA	252-8083	PUBLIC WORKS	PLANNING	SITUATION STATUS
ELLIS, BILL	P O BOX 6356	NAPA	253-2273	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
ELLISON, JIM	2448 BRAETON CT	NAPA	253-0184	PUBLIC WORKS	LOGISTICS	SUPPLY
FOLKS, JEFFERSON	109 FAIRVIEW AVE	VALLEJO	552-3724	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
FONG, TERRY	850 LAGUNA ST	NAPA	224-8008	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
FOSKETT, CHIP	2045 SO TERRACE DR	NAPA	255-1586	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
FREITAS, JEFF	1803 SILVERADO TR, #1	NAPA	257-8572	PUBLIC WORKS	LOGISTICS	FACILITIES
FRY, NADINE	1610 CAPELL VLY RD	NAPA	224-3515	PUBLIC WORKS	PIO	PUBLIC INFORMATON
GERNHARDT, KIM	2436 REDWOOD RD	NAPA	224-9573	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
GIOIA, CHRISTOPHER	1796 ENTERPRISE WAY	FAIRFIELD	428-5567	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
GIOIA, CHRISTOPHER	1796 ENTERPRISE WAY	FAIRFIELD	428-5567	PUBLIC WORKS	PLANNING	SITUATION STATUS (B)
GODWYN, VERN	432 SO MINAHEN ST	NAPA	252-8791	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
GOLDSTON, MARK	3678 WILLIS DR	NAPA	224-2812	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
GROUND, JIM	733 JACOB CT	NAPA	255-5265	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
GUNN, BRUCE	5244 TAPESTRY CT	FAIRFIELD	864-1456	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
GUYE, STEPHEN	1096 CAYETANO DR	NAPA	224-4029	PUBLIC WORKS	PUBLIC WORKS	COMMUNICATIONS

PERSONNEL RESOURCES BY DEPARTMENT

HANFORD, DANIEL	4477 MOFFITT DR	NAPA	252-9160	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HANNA, JOHN	1008-A SUMMIT AVE	NAPA	251-8906	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HARNOIS, KAREN	2424 YAJOME ST	NAPA	253-0276	PUBLIC WORKS	PUBLIC WORKS	PW EMERGENCY DISPATCH
HARRINGTON, GIL	18839 NIKKI DRIVE	SONOMA	939-1178	PUBLIC WORKS	PLANNING	SITUATION STATUS
HAWTON, RICHARD	1256 RUBICON	NAPA	224-0477	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HENDERSON, TORI	1516 JUANITA CT	NAPA	224-8442	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HERNANDEZ, LUIS	840 LINCOLN APT B	NAPA	257-6970	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
HOLMES, RICH	2528 MAIN ST	NAPA	226-9437	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
HOLMES, RICH	2528 MAIN ST	NAPA	226-9437	PUBLIC WORKS	LOGISTICS	TRANSPORTATION (B)
HOPKINS, JUDY	1022 PETRA DR	NAPA	257-1784	PUBLIC WORKS	LOGISTICS	TRANSPORTATION
ITZAINA, CAL	1103 FIRST AVE	NAPA	252-4780	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
ITZAINA, CAL	1103 FIRST AVE	NAPA	252-4780	PUBLIC WORKS		DEMOBILIZATION (B)
ITZAINA, CAL	1103 FIRST AVE	NAPA	252-4780	PUBLIC WORKS	LOGISTICS	TRANSPORTATION (C)
JACK, KEVIN	4221 GRAPE VINE DR	NAPA	252-4662	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
JOHNSON, DONALD	1407 SODA CANYON	NAPA	255-4865	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
JOHNSTON, JOY	1069 HEADLANDS DR	NAPA	966-5616	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (A)
JOHNSTON, JOY	1069 HEADLANDS DR	NAPA	966-5616	PUBLIC WORKS	PLANNING	DOCUMENTATION (B)
JOSEPH, STEVE	2316 BARRY ST	NAPA	255-2129	PUBLIC WORKS	PLANNING	SITUATION STATUS
KRUPCZNSKI, ED	1940 "F" STREET	NAPA	226-6955	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
LACROIX, ED	2101 FIRST AVE	NAPA	255-9103	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
LEE, JONATHAN	1950 SILVERADO TR	NAPA	252-8702	PUBLIC WORKS	LOGISTICS	FACILITIES (A)
LEE, JONATHAN	1950 SILVERADO TR	NAPA	252-8702	PUBLIC WORKS	RESOURCE POOL	RESOURCE POOL (B)
LENZ, ED	1533 MADRID CRT	NAPA	252-3021	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MAX, RON	3663 PALO VERDE ST	NAPA	253-8709	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MCDANIEL, RON	24 DEWITT AVE	NAPA	252-6872	PUBLIC WORKS	LOGISTICS	FACILITIES
MCDILL, BOB	2042 MAIN ST	NAPA	255-7349	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MENDEZ, RICHARD	1890 UNWIN DR	NAPA	255-4052	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MEZA, ROB	3940 LAP COURT	NAPA	252-3586	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MILLER, KEVIN	P O BOX 10815	NAPA	259-5308	PUBLIC WORKS	PIO	PUBLIC INFORMATION
MOORE, RALPH	1987 SEVILLE DR	NAPA	255-8479	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
MURRAY, WYATT	627 MATSON DR	NAPA	252-8765	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
NAVARRO, RICK	1815 PT REYES PLACE	DAVIS	(916) 753-2137	PUBLIC WORKS	PLANNING	SITUATION STATUS (A)
NAVARRO, RICK	1815 PT REYES PLACE	DAVIS	(916) 753-2137	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
NUNLEY, GLENN	3601 OXFORD ST	NAPA	226-2222	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
O'BRYON, MIKE	3 JANAI CT	NAPA	258-1177	PUBLIC WORKS	OPERATIONS	OPS CHIEF (A)
O'BRYON, MIKE	3 JANAI CT	NAPA	258-1177	PUBLIC WORKS	OPERATIONS	DEPUTY OPS (B)
PABARCUS, JOHN	2934 SOSCOL AVE #48	NAPA	255-7734	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PAOLI, JIM	1173 MARINA DR	NAPA	257-1589	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PARKER, BRUCE	831 FALL RIVER TRAIL	VACAVILLE	448-7311	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
PETERSEN, DALE	1028 THIRD AVE	NAPA	226-1948	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
POLLARD, LARRY	3150 STALLINGS DR	NAPA	253-2392	PUBLIC WORKS	OPERATIONS	DEPUTY OPS
PRIM, FRANK	1172 PONDEROSA DR	PETALUMA	763-5564	PUBLIC WORKS	OPERATIONS	DEPUTY OPS
PRUSENER, RUSS	92 ALMANDERA CRT	NAPA	255-8253	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
QUINN, BOB	3915 RALIEGH ST	NAPA	258-2303	PUBLIC WORKS	PUBLIC WORKS	COMMUNICATIONS (A)

PERSONNEL RESOURCES BY DEPARTMENT

QUINN, BOB	3915 RALIEGH ST	NAPA	258-2303	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS (B)
RAMADAN, TURAN	3421 MOSS VALLEY	FAIRFIELD	421-2757	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RICCI, CRAIG	1000 SAGE CANYON RD	ST HELENA	967-0507	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RICHARDSON, JULIE	100 HAWTHORNE DR#122	FAIRFIELD	434-0342	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RIDENHOUR, DON	1036 BANBURY CT	NAPA	226-3787	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
RIESENBERG, FELIX	2819 SEINE AVE	DAVIS	(916) 758-4331	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
ROCHE, JOHN	3119 MT VEEDER RD	NAPA	226-6834	PUBLIC WORKS	LOGISTICS	FACILITIES
SANCHEZ, FRANK	50 SEA BREEZE CT	NAPA	255-0607	PUBLIC WORKS	OPERATIONS	DEPUTY OPS (A)
SANCHEZ, FRANK	50 SEA BREEZE CT	NAPA	255-0607	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT (B)
SANDBERG, JOE	1032 STONEBRIDGE	NAPA	253-8223	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
SMITH, MATTHEW	168 RIDGECREST DRIVE	NAPA	226-8651	PUBLIC WORKS	PUBLIC WORKS	PW EMERGENCY DISPATCH
OLON, THOMAS	1888 WISE DRIVE	NAPA	258-2240	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
STONER, DARRYL	4114 SALMON CREEK	NAPA	255-5798	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
STOVER, DAVID	1142 -3RD AVE	NAPA	224-0956	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
STURDEVANT, GLEN	15747 EAGLE ROCK RD	MIDDLETOWN	987-0878	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TARNER, TIM	4103 STANISLAUS LN	NAPA	224-3804	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TEMPLIN, SCOTT	3009 MONTCLAIR AVE	NAPA	252-2102	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
THOMAS, CHERYL	653 BRUNSWICK DRIVE	VALLEJO	552-0526	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
THOMPSON, W. TRACY	4101 PRIMROSE WAY	NAPA	257-2539	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TIPTON, JERRY	2930 LAUREL ST	NAPA	224-7094	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
TOGNETTI, DAN	3094 ENCANTO DRIVE	NAPA	255-7840	PUBLIC WORKS	PUBLIC WORKS	COMMUNICATIONS
TRIPP, DAVID	59 GLENWOOD DR	NAPA	257-3579	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
VALENZUELA, JOHN	3034 STADIUM AVE	NAPA	257-2414	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
VANDERGAW, BRUCE	1025 ROUND HILL CT	NAPA	254-8405	PUBLIC WORKS	LOGISTICS	TRANSPORTATION
WADSWORTH, GRAHAM	3304 COLONIAL CT	FAIRFIELD	434-8179	PUBLIC WORKS	PLANNING	SITUATION STATUS
WALTER, ERIC	253 CIRCLE OAKS DR	NAPA	252-2650	PUBLIC WORKS	PLANNING	DAMAGE ASSESSMENT
WHITE, MIKE	1115 HOLMES AVE	NAPA	258-1634	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
WHORLEY, FRANK	1737 VENTURA WAY	SUISUN	422-9311	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
WRIGHT, BILL	2691 DORSET ST	NAPA	255-4627	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
YOUNG, DOUG	1731 TUOLUMNE ST	VALLEJO	552-2204	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS
ZIPPEL, JACK	1019 PIERCE ST	FAIRFIELD	421-9926	PUBLIC WORKS	PUBLIC WORKS	PUBLIC WORKS

REDEVELOPMENT

LOUKS, JENNIFER	1133 VALLEJO WAY	SACRAMENTO	(916)941-4400	REDEVELOPMNT	LIAISON	LIAISON
WALKER, CASSANDRA	2177 W PUEBLO AVE	NAPA	252-1837	REDEVELOPMNT	LIAISON	LIAISON (A)
WALKER, CASSANDRA	2177 W PUEBLO AVE	NAPA	252-1837	REDEVELOPMNT	LOGISTICS	CARE & SHELTER (B)
WRIGHT, MARJET BUSBY	1064 THIRD AVE	NAPA	253-7860	REDEVELOPMNT	PIO	PUBLIC INFORMATION

Material Resources

MATERIAL RESOURCE LIST

This resource list includes equipment and facilities that might be needed during a disaster, they are listed under the main headings alphabetically.

NOTE: This is not intended to be a complete resource list. It should be used in conjunction with the telephone directory and any other available listing.

AGENCIES
AIRPORTS
AMBULANCES
ARMORIES
AUTO PARTS
BATTERIES
BARRICADES
BLANKETS
BLOOD
BODY BAGS
BOOTS
BUILDING MATERIALS
BUSES
CACHES (MEDICAL)
CALCULATORS
CARPETING
CLEAN UP/REMOVAL
CLOTHING
COMMUNICATIONS
DISPOSAL SERVICES
DUMP TRUCKS
ELEVATOR REPAIR
EQUIPMENT RENTAL
EQUIPMENT REPAIR
ELECTRIC SUPPLY
FAIRGROUNDS
FIRE SUPPRESSION
FOOD
FUEL
FUNERAL HOMES
GENERATORS
GOETECHNICAL SERVICES
GOVERNMENT OFFICES
HARDWARE
HAULING
HAZ-MAT CONTRACTORS
HEAVY EQUIPMENT
HELICOPTERS/AIRCRAFT
HOSPITALS
INTERPRETERS
LAW ENFORCEMENT AGENCIES
LODGING
OFFICE SUPPLIES
MEDIA
MEDICAL SOCIETY

MOSQUITO CONTROL
PORTABLE TOILETS
REPAIRS
REFRIGERATED VANS
ROCK RIP RAP
SAFETY EQUIPMENT
SANDBAGS
SAND
SCHOOL DISTRICTS
SECURITY
SPEAKERS
SHELTERS
TABLE SAWS
TELEPHONES
TIRES
TRAFFIC COMPUTER
TRAFFIC CONTROLLERS
TRUCK RENTAL
UTILITIES
WATER SUPPLY
WATER TRUCKS

VEHICLE LISTING, CITY OF NAPA

AGENCIES

**AMERICAN RED CROSS
NAPA CHAPTER**
575 JEFFERSON ST.
NAPA, CA. 94559

257-2900

**AMERICAN RED CROSS
SILVERADO CHAPTER**
473 MAIN ST.
ST. HELENA, CA. 94574

963-2717

**SALVATION ARMY
CORPS OFFICE**
590 FRANKLIN ST.
NAPA, CA. 94559

226-8150
226-8151
226-8156

**VOLUNTEER CENTER OF NAPA
COUNTY INC.**
1820 JEFFERSON ST.
NAPA, CA. 94559

252-6222 Business
224-2022 Home: Trish Beller

AIRPORTS

ANGWIN AIRPORT
PACIFIC UNION COLLEGE
ANGWIN, CA.

965-6219

CALISTOGA AIRPORT
C/O CALISTOGA GLIDER RIDES
1546 LINCOLN AVE.
CALISTOGA, CA. 94515

942-5000

NAPA COUNTY AIRPORT
2030 AIRPORT RD.
NAPA, CA. 94559

253-400
253-4300 Tower

AMBULANCES

**ANGWIN AMBULANCE CO.
(ANGWIN)**

965-6551 Business
965-9111 Emergency

**BAY STAR
(VALLEJO)**

642-4466

**BAY STAR
(FAIRFIELD)**

429-4221

PINER'S AMBULANCE SERVICE (NAPA)
1820 PUEBLO AVE.
NAPA, CA. 94558

224-3123 Business

ST. HELENA AMBULANCE
1105 POPE STREET
ST. HELENA, CA. 95474

963-7991
963-7992

ARMORIES

NATIONAL GUARD HEADQUARTERS
SANTA ROSA, CA.

576-2406

AUTO PARTS

WILLIAMS, BERT S.
525 NORTH BAY DR.
NAPA, CA. 94558

(707) 255-7003

BATTERIES

INTERSTATE BATTERIES
P.O. BOX 175
FULTON, CA. 95439

(707) 5546-9906

BARRICADES

FLASH SAFETY CT., INC.
3229 SANTA ROSA AVE.
SANTA ROSA, CA. 95401

(707) 584-7872

TRAFFIC SAFETY SERV.
935 ENTERPRISE WY.
NAPA, CA. 94558

(707) 255-9428

BLANKETS

AMERICAN RED CROSS
NAPA CHAPTER
575 JEFFERSON ST.
NAPA, CA. 94559

257-2900

AMERICAN RED CROSS
SILVERADO CHAPTER
473 MAIN ST.
ST. HELENA, CA. 94574

963-2717

ANGWIN COMMUNITY DORCAS CENTER

965-2018

NAPA TOWN EMERGENCY SERVICES
1195 THIRD ST.
NAPA, CA. 94559

253-4257

253-4421

253-4451

24 Hour Number

BLOOD

CALIFORNIA VETERANS HOME
HOLDERMAN HOSPITAL
YOUNTVILLE, CA.

944-4600

NAPA STATE HOSPITAL
2100 NAPA-VALLEJO HWY.
NAPA, CA. 94558

253-5000

QUEEN OF THE VALLEY HOSPITAL
1000 TRANCAS ST.
NAPA, CA. 94558

252-4411

ST. HELENA HOSPITAL
650 SANITARIUM RD.
DEER PARK, CA. 94576

963-3611

BODY BAGS

**NAPA COUNTY SHERIFF'S
DEPARTMENT**
1125 THIRD ST.
NAPA, CA. 94559
Lt. Richard Anderson
Chief Deputy Coroner

253-4256 Business
253-4501 Administration
253-4451 Central Dispatch

BOOTS

BREWSTER'S
1008 MAIN ST.
NAPA, CA. 94558

(707) 224-4121

BUILDING MATERIALS

NAPA BUILDERS SUPPLY
2590 JEFFERSON ST.
NAPA, CA. 94558

(707) 226-3797

BUSES

EVANS AIRPORT SERVICE INC.
1825 LINCOLN AVE.
NAPA, CA. 94558

255-1559 24 Hour Number

**NAPA UNIFIED SCHOOL DISTRICT
SERVICES ALL SCHOOL DISTRICTS IN
NAPA COUNTY)**

253-3455 Office
253-3566 24 Hour Number

THE V.I.N.E.
1151 PEARL ST.
NAPA, CA.

255-7631

**VOLUNTEER CENTER OF NAPA
COUNTY INC.
(VAN-GO)**

252-6222 Business
224-2022 Home: Trish Bellmer

CACHES (MEDICAL)

**CDF FIRE STATION #24
SPANISH FLAT**
4454 KNOXVILLE-BERRYESSA RD.

(CALL CDF DISPATCH)

CDF FIRE STATION #26
3535 ST. HELENA HWY. NO.
CALISTOGA, CA.

(CALL CDF DISPATCH)

N.F.D. STATION #2
1501 PARK AVE.
NAPA, CA.

257-6222

CARPETING

CUSTOM HOUSE
706 TRANCAS ST.
NAPA, CA. 94558

(707) 224-5544

CLEAN UP/REMOVAL

COMMERCIAL POWER SWEEP
1214 CARRELL LN.
NAPA, CA. 94558

(707) 255-1769

MIKE'S TREE SERVICE
P.O. BOX 3628
NAPA, CA. 94558

(707) 226-2507

SLINSEN CONSTRUCTION
1314 MCKINSTRY ST.
P.O. BOX 3329
NAPA, CA 94558

(707) 224-6527

CLOTHING

**AMERICAN RED CROSS
NAPA CHAPTER**
575 JEFFERSON ST.
NAPA, CA. 94559

257-2900

**AMERICAN RED CROSS
SILVERADO CHAPTER**
473 MAIN ST.
ST. HELENA, CA. 94574

963-2717

CALCULATORS

ELITE BUSINESS MACHINES
1415 NORTH DUTTON
SANTA ROSA, CA. 95401

(707) 253-8855

COMMUNICATIONS

COUNTY OF NAPA

Liz Johnson

253-4681 Business

Josh Heide

253-4681 Business

Roy Barush

253-4681 Business
258-2277 Home

Eric Parks

253-4681 Business
226-2212 Home

CITY OF NAPA

Dan Tognetti

257-9527 Business
255-7840 Home

NAPA VALLEY COMMUNICATIONS

3051 CALIFORNIA BLVD.

NAPA, CA. 94559

(707) 224-2144

**RADIO AMATEUR COMMUNICATION
EMERGENCY SERVICES (RACES)**

Ron Rogers

258-6026 Business

257-7455 Home

Bill Wendt

224-4476 Home

DISPOSAL SERVICES**GARBAGE AND REFUSE****BERRYESSA GARBAGE SERVICE**

6095 MONTICELLO RD.

NAPA, CA. 94558

226-9543

NAPA GARBAGE SERVICE

820 LEVTIN WAY

NAPA, CA. 94558

255-5200

William Bacigalupi, Owner

252-9224 Home

UPPER VALLEY DISPOSAL SERVICE

1825 WHITEHALL LANE

ST. HELENA, CA. 94574

963-7988

Bob Pestoni

Marvin Pestoni, Owners

963-4914 Home

DUMP TRUCKS**BROWN CUSTOM FARMING**

1235 HENRY RD.

NAPA, CA. 94559

(707) 252-6407

HESS CONSTRUCTION

4484 HESS DR.

VALLEJO, CA. 94589

(707) 255-8686

LONG & SON TRUCKING

1571 BAYWOOD LN.

NAPA, CA. 94558

(707) 224-0238

NAPA SAND & GRAVEL

2288 ETHEL PORTER DR.

NAPA, CA. 94558

(707) 253-0479

EQUIPMENT REPAIR**A-1 AGRICULTURAL EQUIPMENT
SERVICE MOBILE REPAIR**
YOUNTVILLE, CA.944-1408

PETERSON TRACTOR CO.

3710 REGIONAL PKWY

SANTA ROSA, CA.

576-1616

ELECTRIC SUPPLIES

ELECTRIC SUPPLY OF NAPA
1735 TRANCAS ST.
NAPA, CA. 94558

(707) 252-1987

1650 SEARS POINT RD.
VALLEJO, CA. 94589

(707) 257-3878

ELECTRIC TIME CO., INC.
12 UNION ST.
NATICK, MASS. 01760

(617) 653-1341

GENERAL ELECTRIC SUPPLY CO.
2954 VINE HILL DR.
NAPA, CA. 94558

(415) 829-7770

NORCAL ELECRC SUPPLY
2009 MORLAN DR.
NAPA, CA. 94559

(707) 257-1872

WAYNE ELECTRIC
1518 YAJOME ST.
NAPA, CA. 94558

(707) 255-4758

ELEVATOR REPAIR

EMPIRE ELEVATOR
1213 N. MCDOWELL BL.
PETALUMA, CA.

(707) 778-2247

EQUIPMENT RENTAL

AGGREKO
ATTN: TIM HOPPE
160 W. INDUSTRIAL WY.
BENICIA, CA. 94510

(707) 746-8812

ALLIED PROPANE SERVICE
221 DEVLIN RD.
NAPA, CA. 94558

(707) 252-5500

JASON LLOYD
C/O KEN LLOYD
NAPA FIRE DEPARTMENT

(707) 257-9589

KIM SUENRAM
NAPA FIRE DEPARTMENT

(707) 257-9589

MARINA BOAT RENTAL
P.O. BOX 9226
5800 KNOXVILLE RD.
NAPA, CA. 94559

(707) 966-2365

NAPA GARBAGE SERVICE
820 LAVATION WY.
P.O. BOX 659
NAPA, CA. 94559

(707) 255-5200

RELIABLE CRANE & RIGGING
801 LINDBERG LN.
PETALUMA, CA. 94952

w (707) 778-8313
h: (707) 431-8519

U.S. RENTALS
1865 TANEN ST.
NAPA, CA. 94559

(707) 255-1066

PUBLIC SEWER DISPOSAL

AMERICAN CANYON CITY HALL
2185 ELLIOTT DR.
AMERICAN CANYON, CA.

647-4360 24 Hour Number

CALIFORNIA VETERANS HOME

944-4600 24 Hour Number

NAPA SANITATION DISTRICT
950 WEST IMOLA AVE.
NAPA, CA. 94559

258-6000 Business
258-6014 Emergency
258-6020 Plant

YOUNTVILLE PUBLIC WORKS

944-2655 Business
944-2988 Plant

FAIRGROUNDS

NAPA COUNTY EXPOSITION
575 THIRD ST.
NAPA, CA. 94559

253-4900 Business

Dorothy Lind, Manager
224-5142 Home

John Stockwell
253-5142 Home
(Call first in emergency)

Joe Anderson
257-6367 Home

Denise O'Brien
253-1229 Home

NAPA COUNTY FAIRGROUNDS
1435 NORTH OAK
CALISTOGA, CA. 94515

942-5111 Business

Mike Kenny
942-0413 Home

Bob Penland
942-5882 Home

Patty Sereni
942-6403 Home

FIRE SUPPRESSION

AMERICAN CANYON FIRE DISTRICT
225 JAMES RD.
AMERICAN CANYON, CA.

642-2747 Business
642-7478 Business
911 Emergency

**CALIFORNIA DEPARTMENT OF
FORESTRY
NAPA COUNTY FIRE DEPARTMENT**
1542 RAILROAD AVE.
ST. HELENA, CA. 94574

963-3601 Business
253-4080 Business
963-9636 Emergency
911 Emergency

CALISTOGA CITY FIRE DEPARTMENT
1113 WASHINGTON ST.
CALISTOGA, CA. 94515

942-2821 Business
911 Emergency

NAPA CITY FIRE DEPARTMENT
1539 FIRST ST.
NAPA, CA. 94559

257-9593 Business
911 Emergency

ST. HELENA CITY FIRE DEPARTMENT
1480 MAIN ST.
ST. HELENA, CA. 94574

963-2741 Business
911 Emergency

FOOD

**AMERICAN RED CROSS
NAPA CHAPTER**
575 JEFFERSON ST.
NAPA, CA. 94559

257-2900

**AMERICAN RED CROSS
SILVERADO CHAPTER**
473 MAIN ST.
ST. HELENA, CA. 94574

963-2717

ANDREWS MEAT & DELI
1245 MAIN STREET
NAPA, CA. 94559

(707) 253-8311

BURGER KING
3025 JEFFERSON ST.
NAPA, CA. 94558
(707) 253-1546

BURGER KING
287 SOSCOL AVE.
NAPA, CA. 94559

(707) 257-6203

CALIFORNIA VETERANS HOME
YOUNTVILLE, CA.

944-4600

DENNY'S
4175 SOLANO AVE.
NAPA, CA. 94558

(707) 257-8932

FAZARRATI'S PIZZA
1517 IMOLA AVE. WEST
NAPA, CA. 94559

(707) 255-1188

GINA'S
1502 MAIN ST.
NAPA, CA. 94559

(707) 226-6537

THE JOY LUCK HOUSE
1144 JORDAN LANE
NAPA, CA. 94559

(707) 224-8788

KENTUCKY FRIED CHICKEN
3246 JEFFERSON ST.
NAPA, CA. 94558

(707) 255-1492

LAWLER'S
2232 JEFFERSON ST.
NAPA, CA. 94559

(707) 226-9311

LUCKY FOOD CENTER
655 LINCOLN AVE
NAPA, CA. 94558

(707) 252-1226

LUCKY FOOD CENTER
1312 TRANCAS ST.
NAPA, CA. 94558

(707) 255-7767

LYON'S RESTAURANT
1175 TRANCAS ST.
NAPA, CA. 94558

(707) 255-5822

SALVATION ARMY CORPS OFFICE
590 FRANKLIN ST.
NAPA, CA. 94559

226-8150
226-8151
226-8156

**NAPA COUNTY DEPARTMENT OF
CORRECTIONS**
1125 THIRD ST.
NAPA, CA. 94559

253-4401 Business
253-4403 24 Hour Number

MCDONALD'S RESTAURANTS

Bill Benninghoff, Owner
255-8552 Home

MCDONALD'S
806 IMOLA AVE. WEST
NAPA, CA. 94558

(707) 253-7461

MCDONALD'S
3224 JEFFERSON ST.
NAPA, CA. 94558
(707) 257-3810

NATIONS BURGERS
1441 THIRD ST.
NAPA, CA. 94559

(707) 252-8500

PAPA JOE'S
1121 LINCOLN AVE.
NAPA, CA. 94558

(707) 255-6525

PAUPAIZ EXPRESSO BAR & CAFE
1400 - 2ND ST.
NAPA, CA. 94559

(707) 224-5501

PERRY'S DELI
810 RANDOLPH ST.
NAPA, CA. 94559

(707) 252-7044

SAFEWAY
1620 CLAY ST.
NAPA, CA. 94559

(707) 252-4122

SAFEWAY
3375 JEFFERSON ST.
NAPA, CA. 94559

(707) 255-0866

SUPPERTIME
3952 BEL AIRE PLAZA
NAPA, CA. 94558

(707) 224-3097

FUEL

B.C. STOCKING DISTRIBUTING
NO. RICHMOND, CA.

253-9411 24 Hour Number

CALIFORNIA DEPARTMENT OF
FORESTRY
1572 RAILROAD AVE.
ST. HELENA, CA. 94576

963-3601 Business
253-4080 Business
963-9636 Emergency
911 Emergency

CITY OF NAPA CORP. YARD
770 JACKSON ST.
NAPA, CA. 94558

257-9525 Business
253-4451 24 Hour Number

COUNTY OF NAPA CORP. YARD
933 WATER ST.
NAPA, CA. 94559

253-4249 Business
253-4451 24 Hour Number

GELOW'S EXXON
2008 REDWOOD RD.
NAPA, CA. 94559

(707) 255-3455

NAPA VALLEY UNIFIED SCHOOL
DISTRICT

253-3455 Business
253-3556 24 Hour Number
255-4302 Answering Svc.

UNICAL OIL CO. OF CALIF.
2921 JEFFERSON ST.
P.O. BOX 2308
NAPA, CA. 94558

226-3378 24 Hour Number

FUNERAL HOMES

CLAFFEY & ROTA FUNERAL HOME
1975 MAIN ST.
NAPA, CA. 94558

224-5210

MORRISON'S FUNERAL CHAPEL
990 VINTAGE AVENUE
ST. HELENA, CA. 94574

963-3536

**NAPA VALLEY MEMORIAL GARDENS
MORTUARY**
2383 NAPA-VALLEJO HIGHWAY
NAPA, CA. 94559

255-3433

RICHARD PIERCE FUNERAL SERVICE
1660 SILVERADO TRAIL
NAPA, CA. 94559

226-7444

TREADWAY & WIGGER FUNERAL HOME
623 COOMBS ST.
NAPA, CA. 94559

226-1828

GENERATORS

AGGREKO INC.
SILENCED RENTAL GENERATORS
160 W. INDUSTRIAL WAY
BENICIA, CA.

746-8812

BIG 4 RENTS

5500 COMMERCE BLVD.
ROHNERT PARK, CA. 94928

586-4444

1731 LAKEVILLE HWY.
PETALUMA, CA.

762-4444

**CATERPILLAR RENTAL POWER
PETERSON TRACTOR CO.**
3710 REGIONAL PARKWAY
SANTA ROSA, CA. 95403

576-1616

NAPA CITY PUBLIC WORKS

253-9520 Business

Frank Prim, Superintendent

NAPA COUNTY PUBLIC WORKS

253-4351 Business
253-4249 Corp Yard

Iance Heide, Superintendent
252-3338 Home

GEOTECHNICAL SERVICES

BALBI CHANGE ASSOCIATES
151 LINK RD.
CORDELIA, CA. 94585

(707) 864-2020

GOVERNMENT OFFICES

CITIES:

CITY OF AMERICAN CANYON
2185 ELLIOT DR.
AMERICAN CANYON, CA. 94589

Mark Joseph, City Manager

647-4360
642-1249 (Fax)

CITY OF CALISTOGA
1232 WASHINGTON ST.
CALISTOGA, CA. 94515

Peter Cosentini, City Administrator

942-2800
942-0732 (Fax)

CITY OF NAPA
955 SCHOOL ST.
NAPA, CA. 94559

Patricia Thompson, City manager

257-9503
257-9534 (Fax)

CITY OF ST. HELENA
1480 MAIN ST.
ST. HELENA, ca. 94574

Bonnie Long, City Manager

963-2741
963-7748 (Fax)

TOWN OF YOUNTVILLE
6550 YOUNT ST.
YOUNTVILLE, CA. 94599

Nancy Weiss, Town Administrator

944-8851
944-9619 (Fax)

CITY OF VALLEJO
555 SANTA CLARA
VALLEJO, CA.

Walt Graham, City Manager

648-4527
648-4426 (Fax)

COUNTIES:

COUNTY OF NAPA
1195 THIRD ST.
NAPA, CA. 94559

Jay Hull, County Administrator
John Volpi, Emer. Serv. Coord.

253-4421
253-4176 (Fax)

**SOLANO COUNTY OFFICE OF
EMERGENCY SERVICES**
600 TEXAS ST.
FAIRFIELD, CA. 94533

Brigetta Corsello,
Emergency Services Coordinator

421-6330
421-6383 (Fax)
421-7090 24 Hour Number

**SONOMA COUNTY OFFICE OF
EMERGENCY SERVICES**
600 ADMINISTRATION DR.
SANTA ROSA, CA. 95403

Bruce Martin, Emer. Serv. Coordinator
(Interim)

527-2361
526-5555 (Fax)

**LAKE COUNTY OFFICE OF EMERGENCY
SERVICES**
255 NO. FORBES
LAKEPORT, CA. 95453

Kelly Cox, Administrative Director
262-1618 Home

262-0862 Business
262-0973 Fax
263-6041 24 Hour Number

STATE:

**DEPARTMENT OF FISH & GAME
REGIONAL HEADQUARTERS**
7329 SILVERADO TRAIL
YOUNTVILLE, CA. 94599

944-5500 Business
(916) 445-0045 Sacto. Headqtrs.

**DOH-TOXIC SUBSTANCE CONTROL
DIVISION**

P.O. BOX 942732
SACRAMENTO, CA. 94234-7320

(916) 324-1826 Hdqtrs.

**DOH-TOXIC SUBSTANCE CONTROL
REGION 2**

700 HEINZ AVE.
BERKLEY, CA. 94710

Ed Doty, Special Investigator

(510) 540-3878

**STATE OFFICE OF EMERGENCY
SERVICES HEADQUARTERS**

2800 MEADOWVIEW DRIVE
SACRAMENTO, CA. 95832

(800) 852-7550
(916) 262-1800

**STATE OFFICE OF EMERGENCY
SERVICES**

REGION II
1300 CLAY ST. SUITE 408
OAKLAND, CA. 94612

Richard Eisner, Regional Manager

(510) 286-0895 Business
(510) 286-0853 Fax
(916) 262-1621 24 Hour Number

CALTRANS

(707) 762-6641 Business
(707) 253-4919 Business
(707) 224-8635 Supervisor
(510) 286-6359 Dispatch (day)
(510) 286-0315 Dispatch (night)

HARDWARE

ACE HARDWARE
325 LINCOLN AVE.
NAPA, CA. 94558

(707) 255-4727

CENTRAL VALLEY SUPPLY

1790 SOSCOL AVE.
NAPA, CA. 94559

(707) 257-8888

CENTRAL VALLEY SUPPLY

1100 VINTAGE AVE.
ST. HELENA, CA. 94574

(707) 963-3622

ZELLER'S HARDWARE

819 RANDOLPH ST.
NAPA, CA. 94559

(707) 224-0204

HAULING

E.K. EXCAVATING, INC.
22725 EIGHTH ST. EAST
SONOMA, CA. 95476
(707) 253-8774

**J.A. GONZALVES & SON
CONSTRUCTION, INC.**
P.O. BOX 6553
NAPA, CA. 94581

(707) 258-6261

**NIELSEN UNDERGROUND &
EVACUATION**
ATTN: GEORGE NIELSEN
1964 IROQUOIS ST.
NAPA, CA. 94559

(707) 253-8774

TESSI TRUCKING
1571 BAYWOOD LN
NAPA, CA. 94558

(707) 224-0238

PINOLE VALLEY TRUCKING, INC.
P.O. BOX 997
BENICIA, CA. 94510

(800) 878-9992

HAZ- MAT CONTRACTORS

AETS
4227 TECHNOLOGY
FREMONT, CA.

(510) 651-2964

ALLWASTE
12475 LLAGAS AVE.
SAN MARTIN, CA.

(800) 321-1030 24 Hour Number

BEN'S TRUCK ER
2060 MONTGOMERY
RED BLUFF, CA.

(916) 527-5040 24 hour Number

BOR IND.
2505 RICE AVE.
SACRAMENTO, CA. 95691

(916) 372-2342 24 Hour Number

CROSBY & OVERTON
8430 AMELIA
OAKLAND, CA.

(510) 633-0336 24 Hour Number

DECON ENVIRON.
23490 CONNECTICUT
HAYWARD, CA.

(510) 732-6444

EVERGREEN OIL
6880 SMITH AVE.
NEWARK, CA.

(800) 972-5284

ERICKSON INC.
255 PARR BLVD
RICHMOND, CA.

(510) 235-1393 24 Hour Number

IT CORP
2055 JUNCTION AVE.
SAN JOSE, CA.

(408) 894-1200 24 hour Number

LIDLAW ENV.
4501 PACHECO BLVD.
MARTINEZ, CA.

(510) 372-4800 24 Hour Number

NORTH STATE ENV.
90 SOUTH SPRUCE
SAN FRANCISCO, CA.

(415) 588-2838

REIDEL ENV.
GATEWAY CENTER
2900 MAIN STREET
ALAMEDA, CA. 94501

(800) 334-0004 24 Hour Dispatch

ROLLINS
3777 SPINNAKER CT.
FREMONT, CA.

(510) 226-1680

ROMIC CHEMICAL
2081 BAY RD.
PALO ALTO, CA.

(415) 324-1638
2081 BAY RD.
PALO ALTO, CA.

(415) 324-1638

SAFETY-KLEEN
5750 COMMERCE BLVD.
ROHNERT PARK, CA. 94928

(707) 584-0415

HEAVY EQUIPMENT

**DUMP TRUCKS, BACKHOES, GRADERS,
ETC.**

NAPA COUNTY PUBLIC WORKS

253-4249 Corp Yard
253-4351 Business

Lance Heide, Superintendent
252-3338 Home

NAPA CITY PUBLIC WORKS

257-9392 Business

CALTRANS - NAPA COUNTY

(707) 253-4919 Business
(707) 224-8635 Local Foreman
(510) 286-6359 Dispatch (Day)
(510) 286-0315 Dispatch (Night)
(510) 286-7352 24 Hour Number

AMERICAN CANYON CITY HALL

647-4360 24 Hour Number

642-4478

HEAVY EQUIPMENT

BB CONCRETE CO.
2001 IROQUOIS ST.
NAPA, CA. 94558

(707) 226-7347

NOR-CAL FORD EQUIPMENT
4407 SOLANO AVE.
NAPA, CA. 94558

(707) 257-2040

RUDD, LC SONS
2500 GREEN ISLAND RD.
VALLEJO, CA. 94589

(707) 554-8282

SMITH, CAL & SONS
973 ENTERPRISE WY.
NAPA, CA. 94558

(707) 224-6210

HELICOPTERS/AIRCRAFT

CALSTAR

(800) 252-5050

CHP 30

648-5570 Hotline
648-5503
257-0103

DAVIS/LIFE FLIGHT I

(916) 734-5252 Business
(916) 734-3581 Dispatch
(916) 734-3582 Dispatch
(800) 862-5433 Dispatch

REACH I

(707) 528-4191 Dispatch
(800) 338-4045

STANFORD'S LIFE FLIGHT

(800) 321-7828

HOSPITALS

CALIFORNIA VETERANS HOME
HOLDERMAN HOSPITAL
YOUNTVILLE, CA. 94599

944-4600

KAISER FOUNDATION HOSPITAL
975 SERENO DR.
VALLEJO, CA. 94589

642-6336

NAPA STATE HOSPITAL
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA. 94558

253-5000

QUEEN OF THE VALLEY HOSPITAL
1000 TRANCAS ST.
NAPA, CA. 94558

252-4411

ST. HELENA HOSPITAL
650 SANITARIUM RD.
DEER PARK, CA. 94576

963-3611

INTERPRETERS

CHINESE;

Tom Kim
(415) 567-2267 Fax Number (may
not be Tom Kim)

SPANISH:

Elsa Emery
252-0705

Bob Rojas
963-4004

Phil Bueno
255-1086

JAPANESE:

Naomi Izuma (JAL)
252-1311 Business
(415) 524-4703 Home

Kitty Kersten (JAL)
252-1311 Work
255-7183 Home

ITALIAN:

Sister Emma
224-4403

LAW ENFORCEMENT AGENCIES

CALIFORNIA HIGHWAY PATROL
975 GOLDEN GATE DR.
NAPA, CA. 94559

253-4906 Business
648-5515 Dispatch
911 Emergency

CALIFORNIA HIGHWAY PATROL
GOLDEN GATE DIVISION
BENICIA, CA.

648-4180 Business

CALISTOGA POLICE DEPARTMENT
1235 WASHINGTON ST.
CALISTOGA, CA. 94515

942-2810 Business
911 Emergency

NAPA CITY POLICE DEPARTMENT
1539 FIRST ST.
NAPA, CA. 94559

253-4451 Business
257-9550 Administration
911 Emergency

NAPA COUNTY SHERIFF'S DEPT.
1125 THIRD ST.
NAPA, CA. 94559

253-4451 Business
253-4501 Administration
911 Emergency

ST. HELENA POLICE DEPARTMENT
1480 MAIN ST.
ST. HELENA, CA. 94574

967-2850 Business
911 Emergency

UNITED STATES COAST GUARD
SEARCH & RESCUE

(415) 556-2103 Emergency

LODGING

INN AT NAPA VALLEY
1075 CALIFORNIA BLVD.
NAPA, CA. 94559

(707) 253-9540

**SHERATON INN NAPA VALLEY
(FORMERLY MARRIOTT'S)**
3425 SOLANO AVE.
NAPA, CA. 94558

(707) 253-7433

MEDIA

NEWSPAPERS:

THE WEEKLY CALISTOGAN
1360 LINCOLN AVE.
CALISTOGA, CA. 94515

942-6242
942-4617 (Fax)

NAPA COUNTY RECORD
520 THIRD ST.
NAPA, CA. 94559

252-8877
226-3707 (Fax)

THE NAPA SENTINEL
925 LINCOLN AVE.
NAPA, CA. 94558

257-6272
257-3035 (Fax)

NAPA VALLEY REGISTER
1616 SECOND ST.
NAPA, CA. 94559

226-3711
224-3963 (Fax)

ST. HELENA STAR
1328 MAIN ST.
ST. HELENA, CA. 94574

963-2731
963-8957 (Fax)

VALLEJO TIMES HERALD
440 CURTOLA PARKWAY
P.O. BOX 3188
VALLEJO, CA. 94590

255-8496
643-5217 (Fax)

RADIO:

KVON 1440 AM
KVYN 99.3 FM
1124 FOSTER RD.
NAPA, CA. 94559

252-1440
963-8463
226-7544 (Fax)

Mike Martindale, Chief Eng.
(707) 864-5986 Home

TELEVISION:

KRON CHANNEL 4
1001 VAN NESS AVE.
SAN FRANCISCO, CA.

(415) 441-4444

NAPA PUBLIC CABLE ACCESS
2425 JEFFERSON ST.
NAPA, CA. 94558

257-0574

MEDIA SOCIETY

NAPA COUNTY MEDICAL SOCIETY
P.O. BOX 2158
NAPA, CA. 94558

255-3622

MOSQUITO CONTROL

NAPA COUNTY MOSQUITO ABATEMENT DISTRICT

964 IMOLA AVE. WEST
NAPA, CA. 94559

258-6044

NAPA COUNTY AGRICULTURAL COMMISSION

1710 SOSCOL AVE. SUITE 3
NAPA, CA. 94558

253-4357

OFFICE SUPPLIES

OFFICE DEPOT

150 PROFESSIONAL CTR.
SUITE C
ROHNERT PARK, CA 94928

(707) 585-9229

PORTABLE TOILETS

JOHNNY ON THE SPOT

258-1640

M & M SANITATION COMPANY

5357 NAPA-VALLEJO HIGHWAY
AMERICAN CANYON, CA. 94559

224-4548

REDWOOD SANITARY SERVICE

224-4024
963-7001

WINE COUNTRY SANITARY

P.O. BOX 1757
SONOMA, CA. 95476

996-4331

REFRIGERATED VANS

RYDER RENTALS

2700 THIRD ST.
P.O. BOX 77286
SAN FRANCISCO, CA. 94107

(415) 285-0700 Ext. 203. 204. or 205

TRANSPORT INTERNATIONAL POOL

1944 WILLIAMS
SAN LEANDRO, CA. 94557

(510) 471-1700

REPAIRS

BELL PRODUCTS

722 SOSCOL AVE.
NAPA, CA. 94559

(707) 255-1811

HARRIS CORP (FARIINON DIV)

ATTN: FRED SINFIELD
330 TWIN DOLPHIN DR.
REDWOOD SHORES, CA. 94065

(415) 594-3800
(800) 227-8332

MODERN METHOD ROOFING

180 COOMBS ST.
NAPA, CA. 94559

(707) 255-8090

ROCK RIP RAP

CLARK'S ROCK CO.
5381 NAPA-VALLEJO HWY.
VALLEJO, CA. 94590

(707) 252-2044
(707) 253-8114
(707) 252-1410

HUNTINGTON BROS.
2186 MONTICELLO RD.
NAPA, CA. 94558

(707) 255-4811

SAFETY EQUIPMENT

BAY AREA BARRICADES
1861 ARNOLD INDUSTRIAL WY.
CONCORD, CA. 94520

(510) 686-1089

BREWSTER'S
1008 MAIN ST.
NAPA, CA. 94559

(707) 224-4121
FAX: (707) 224-6374

CAPITAL RUBBER CO.
ATTN: GENE SUBER
2112 ALHAMBRA BLVD.
SACRAMENTO, CA. 95817

(916) 452-6341

WEST MARINE
2200 LIVINGSTON ST.
OAKLAND, CA. 94606

(510) 532-5230

SANDBAGS

CALIFORNIA BAG COMPANY
1650 EVANS AVE.
SAN FRANCISCO, CA. 94107

(415) 824-6427

LUTZ BAG COMPANY
1275 LOHRMAN LANE
PETALUMA, CA.

762-0215

MUNDT TRUCKING
938B KAISER RD.
NAPA, CA. 94559

(707) 252-3937

SACRAMENTO BAG MFG. CO.
P.O. BOX 1563
SACRAMENTO, CA. 95814

(916) 441-6121
(800) 287-2247
(916) 448-3141 (Fax)

SAND

**BLAZER ROCK & LANDSCAPE
MATERIALS**
5381 NAPA-VALLEJO HIGHWAY
NAPA, CA. 94558

253-7029

CLARK'S ROCK
650 GREEN ISLAND RD.
AMERICAN CANYON, CA. 94589

252-2044

SYAR INDUSTRIES
2301 NAPA-VALLEJO HIGHWAY
NAPA, CA. 94558

252-8711

SCHOOL DISTRICTS

CALISTOGA JOINT UNIFIED SCHOOL DISTRICT

1327 BERRY
CALISTOGA, CA. 94515

942-4703

NAPA COUNTY SUPERINTENDENT OF SCHOOLS

1015 KAISER RD.
NAPA, CA. 94559

253-6800

NAPA VALLEY UNIFIED SCHOOL DISTRICT

2425 JEFFERSON ST.
NAPA, CA. 94558

253-3533 Business Svcs.

ST. HELENA UNIFIED SCHOOL DISTRICT

465 MAIN STREET
ST. HELENA, CA. 94574

967-2708 District Office

SECURITY

WINE COUNTRY SECURITY

421 WALNUT ST., STE. A
NAPA, CA. 94559

(707) 253-2091

SHELTERS

AMERICAN RED CROSS

NAPA CHAPTER

575 JEFFERSON ST.
NAPA, CA. 94559

Jane Hilsabeck, Chapter Manager

257-2900

AMERICAN RED CROSS

SILVERADO CHAPTER

473 MAIN ST.
ST. HELENA, CA. 94574

Marg Dixon, Chapter Manager

963-2717

NAPA AREA

FOURSQUARE GOSPEL CHURCH

1906 WISE ST.
NAPA, CA. 94558

226-5473 Office
226-3473 Office

Jennie Smith
252-4678 Home

NAPA VALLEY COLLEGE GYMNASIUM

PUBLIC SAFETY DEPARTMENT

253-3333

NAPA TOWN & COUNTRY FAIRGROUNDS

Dorothy Lind, Manager

253-4900 Office
224-5142 Home

NAPA STATE HOSPITAL
2100 NAPA-VALLEJO HIGHWAY
NAPA, CA.

253-5000 24 Hour Number

NAPA VALLEY UNIFIED SCHOOL DISTRICT

Michael Dencavage
Ass't Super. of Business Svcs.

253-3533 Office

Dr. David Brown, Superintendent

253-3511 Office

Dr. Virginia Rue
Ass't Sup. of Instructional
Support Services

253-3700 Office
253-3589 Voice Mail

SEVENTH DAY ADVENTIST CHURCH
1105 G ST.
NAPA, CA. 94558

252-2444 Office

Freddie/Ethan Jones
255-6278 Home

Ernie Wright
224-4571 Home

ST. JOHNS LUTHERAN CHURCH
3521 LINDA VISTA
NAPA, CA. 94558

255-0119 Office

Jack Geistlinger, Pastor
252-4978 Home

Al Sommer, Ass't Pastor
257-8226 Home

George Kernohan
252-9563 Home

YOUNTVILLE AREA

CALIFORNIA VETERANS HOME

944-4600 24 Hour Number

ST. HELENA AREA

ST. HELENA HIGH SCHOOL
1401 GRAYSON AVE.
ST. HELENA, CA. 94574

967-2740

ROBERT LOUIS STEVENSON SCHOOL
1316 HILL VIEW PLACE
ST. HELENA, CA. 94574

967-2725

CALISTOGA AREA

CALISTOGA HIGH SCHOOL
1608 LAKE ST.
CALISTOGA, CA. 94515

942-6278

NAPA COUNTY FAIRGROUNDS

942-5111 Office

Mike Kenney
942-0143 Home

Bob Penland
942-5882 Home

Patty Sereni
942-6403 Home

TRAFFIC COMPUTERS

TW COMPCORP
81 EXECUTIVE BLVD.
FARMINGDALE, NY. 11735

(516) 753F-0900

SPEAKERS

MCKINNEY & ASSOC.
25350 CYPRESS AVE.
HAYWARD, CA. 94544

(415) 738-8043

TABLE SAWS

SEARS, ROEBUCK CO.
P.O. BOX 4562
HAYWARD, CA. 94540

(415) 784-7794

TELEPHONES

NORTH SUPPLY
P.O. BOX 27-442
KANSAS CITY, MO. 64180

(913) 791-7000

TIRES

QUINLAN'S WHEELS
166 WATSON LN.
VALLEJO, CA. 94590

(707) 224-3983

TRAFFIC CONTROLLERS

WINKO-MATIC MULTISONICS
6301 BEST FRIEND DR.
NORCROSS, GEORGIA 30071

(404) 662-5400

TRUCK RENTALS

BURNEY TRUCKING
1911 CAPELL VALLEY RD.
NAPA, CA. 94558

(707) 252-2048

UTILITIES

CELLULAR ONE

Ed Heller
Government Acct. executive

(707) 864-8800	Office
(707) 486-8999	Mobile
(707) 486-8333	Portable

Jay Brooks
Napa/Santa Rosa Branch Mgr.

(707) 864-8800	Office
(707) 486-1440	Mobile

PAC BELL

1-811-9000	Administration
611	24 Hour Number

PACIFIC GAS & ELECTRIC

(800) 743-5000	24 Hour Number
257-2261	Dispatch for Emergency Calls (DO NOT GIVE TO PUBLIC - for police, fire, sheriff, etc.) Call routed through 415-485-6111 to 257-2261 (Marin Co.)

WATER SUPPLY**PUBLIC****CITY OF AMERICAN CANYON WATER
DEPARTMENT**

647-4360	24 Hour Number
----------	----------------

CITY OF NAPA WATER DEPARTMENT

257-9508	Business
257-9520	Public Works
	Business
253-4451	24 Hour Number

**CITY OF ST. HELENA WATER
DEPARTMENT**

963-7917	Business
963-2741	Public Works
	Business
963-3636	24 Hour Number

**CITY OF CALISTOGA WATER
DEPARTMENT**

942-2801	Business
942-2828	Public Works
	Business
942-2810	24 Hour Number

CALIFORNIA VETERANS HOME

944-4600	24 Hour Number
----------	----------------

**HOWELL MOUNTAIN MUTUAL WATER
COMPANY**

965-2205

WATER TRUCKS

MCDONALD, AL & SONS
1473 SALVADOR AVE.
NAPA, CA. 94558

(707) 224-3237

MONTELLI CONSTRUCTION
436 ST. HELENA HWY.
P.O. BOX 245
ST. HELENA, CA. 94574

(707) 963-4800
(707) 963-3338
(707) 944-1167

SLINSEN CONSTRUCTION
1314 MCKINSTRY ST.
NAPA, CA. 94558

(707) 224-6210

SMITH, HAROLD
800 CRANE AVE.
P.O. BOX 232
ST. HELENA, CA. 94574

(707) 963-7977

Forms

FORMS

I. GENERAL INFORMATION

Many forms will be required to assist disaster workers during the course of an emergency. Most forms pertinent to the individual sections are kept within their specific EOC supply box. Additionally, standardized Incident Command System forms serving various functions and multi-page General Message forms (to be used during communication failures) are kept in the file cabinet with the EOC supplies. Some forms common to all EOC staff will be kept within this binder. Copies should be made as needed and the originals placed back into the binder.

EMERGENCY OPERATIONS CENTER

BRIEFING CHECKLIST

DATE/TIME _____

- ☐ ALL PARTIES PRESENT

- ☐ UPDATE FROM PLANNING CHIEF OR DESIGNATE (SITUATION STATUS UNIT)

- ☐ A. IS THE INCIDENT ACTION PLAN WORKING
- ☐ B. REPORT ON CONDITIONS
- ☐ C. UPDATED WEATHER OR OTHER TECHNICAL INFORMATION
- ☐ D. PROGRESS FIELD CREWS ARE MAKING
- ☐ E. NEW PROBLEMS

- ☐ UPDATE FROM EACH SECTION CHIEF
 - ☐ A. OPERATIONS
 - ☐ B. LOGISTICS
 - ☐ C. FINANCE
 - ☐ D. PLANNING

- ☐ DOES THE DES REQUIRE INFORMATION FROM ANYONE ELSE.

- ☐ DO WE NEED TO MAKE MINOR CHANGES TO THE INCIDENT ACTION PLAN.

- ☐ NEXT BRIEFING _____

- ☐ NEXT PLANNING MEETING _____

GENERAL MESSAGE

TO:

POSITION

FROM

POSITION

DATE

MESSAGE:

SIGNATURE/POSITION

REPLY

DATE

TIME

SIGNATURE/POSITION

DISPOSITION

DATE

TIME

SIGNATURE/POSITION

[illegible]

Maps

MAPS

I. GENERAL INFORMATION

All the information we need to reference cannot be indicated on one map. Several large scale maps of the City are posted on the walls of the EOC and there are many additional map references available through the various city departments. The following is a list of maps available to the EOC and where they are located. For specific mapping needs make requests through the Logistics Section Chief.

II. SPECIFIC MAPS

A. Fire Department Map Books

Available from the Fire Department. Pages are 8 1/2" x 11" and show site maps of major facilities, convalescent hospitals and large apartment complexes.

B. Aerial Photos and 1986/1995 Flood inundation maps.

Available from the blue print room in the engineering department. Contact the senior engineering aide for access.

C. Thomas Brothers Maps

Available in the branch kits and on most City Fire Apparatus. Cover Napa and Solano Counties.

D. Water, Sewer, Utilities, etc.

These maps are available or can be developed by the GIS coordinator in the Public Works Planning Department.

E. Specialized Maps

Specialized maps to show areas of damage, flooding, evacuation sites and many other desired specific needs can be developed by the GIS coordinator in the Public Works Planning Department.

F. Street Closure Phase Maps

Wall mounted street closure phase maps for flooding are located in the EOC, PIO and Operations locations.

G. Unreinforced Masonry Maps

Currently being developed. Contact GIS coordinator or Redevelopment in Public Works for updated information.

MAP OF SUGGESTED FLOOD DETOUR ROUTE



PUBLIC INFORMATION:

707-258-7813
707-258-7818

PREPARED BY: CF

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CITY OF NAPA

STREET CLOSURES DURING FLOODS

FIRST RESPONSE AREA STREETS PHASE 1		PHASE 2 BARRICADES FIRST RESPONSE AREA STREETS AND THE FOLLOWING:		PHASE 3 BARRICADES FIRST RESPONSE, PHASE 2 AND THE FOLLOWING:	
ARROYO DR	ALL	ACTION ST	ALL	ARBOREO ST	ALL
BEHRENS ST	ALL	ADRIAN ST	BETWEEN JACKSON AND SOUTH END	BROWN ST	BETWEEN LEGION & CLINTON AND FIFTH
BROWN ST	BETWEEN YOUNT AND CLINTON	BAILEY ST	ALL	CESTA ST	BETWEEN HEMLOCK & FRANKLIN SOUTH END
CALISTOGA AVE	ALL	BALE ST	ALL	CLAY ST	BETWEEN RANDOLPH AND FRANKLIN
CAYMUS ST	ALL	BURNELL ST	ALL	COLEMAN AVE	ALL
CENTER ST	ALL	CAROLINA ST	ALL	COOMBS ST	BETWEEN PEARL AND IMOLA
CLAY ST	BETWEEN WEST AND SOSCOL	CLAY ST	BETWEEN RIVER & SILVERADO TRAIL	CROSS ST	ALL
CLINTON ST	ALL	DEWOODY ST	ALL	DIVISION ST	BETWEEN COOMBS AND BROWN
EARL ST	ALL	EIGHT ST	ALL	ELM ST	BETWEEN COOMBS AND RIVERSIDE DR.
EGGLESTON ST	ALL	FIFTH ST	BETWEEN BURNELL AND SOSCOL	FIFTH ST	BETWEEN RANDOLPH AND NAPA RIVER
FIRST ST	BETWEEN NAPA CREEK AND SOSCOL	FIRST ST	BETWEEN SOSCOL AND SILVERADO TRAIL	FIRST ST	BETWEEN FRANKLIN AND SILVERADO TRAIL
JEFFERSON ST	BETWEEN HAYES AND CALISTOGA	FOURTH ST	BETWEEN SOSCOL AND BAILY	FOURTH ST	BETWEEN FRANKLIN AND COOMBS
JERRY LN	ALL	HAGEN RD	AT SILVERADO TRAIL	FRANKLIN ST	BETWEEN SPRUCE AND COOMBS
KANSAS AVE	AT SOSCOL	IDA ST	ALL	GASSER DR	ALL
MAIN ST	BETWEEN YOUNT AND PEARL	IMPERIAL WAY	ALL	HAYES ST	ALL
NAPA ST	ALL	IROQUIOS ST	ALL	HOOVER ST	ALL
NURSERY ST	ALL	JACKSON ST	BETWEEN MAIN AND SOSCOL	IMOLA AVE	BETWEEN COOMBS AND SOSCOL (HWY 121)
PEARL ST	BETWEEN RANDOLPH AND SOSCOL	JORDAN LN	ALL	LAUREL ST	BETWEEN COOMBS AND RIVERSIDE
SEMINARY ST	BETWEEN HAYES AND CALISTOGA	JUAREZ ST	ALL	MAIN ST	BETWEEN JACKSON AND NAPA RIVER
SHETLER AVE	AT SOSCOL	LINCOLN AVE	BETWEEN IROQUIOS ST. AND SILVERADO TRAIL	OAK ST	BETWEEN COOMBS AND RIVERSIDE DR.
SOSCOL AVE	BETWEEN KANSAS AND SHETLER	MAPLEWOOD AVE	ALL	PINE ST	BETWEEN COOMBS AND RIVERSIDE DR.
TRANCAS ST	BETWEEN SOSCOL AND SILVERADO	MARVIN ST	ALL	RANDOLPH ST	BETWEEN PEARL AND DIVISION
TULOCAY ST	ALL	MCKINSTRY ST	ALL	RIVERSIDE DR	ALL
VALLEJO ST	ALL	NORTH BAY DR	ALL	SECOND ST	BETWEEN FRANKLIN AND MAIN (NAPA CREEK)
WEST ST	ALL	OIL COMPANY RD	ALL	SILVERADO TR	BETWEEN HARDMAN AND IMOLA (HWY 121)
YAJOME ST	BETWEEN VALLEJO AND PEARL	PEARL ST	BETWEEN SILVERADO TRAIL AND NAPA RIVER	SOSCOL AVE	BETWEEN CENTRAL AND IMOLA
		POST ST	BETWEEN SILVERADO TRAIL AND NAPA RIVER	SPRUCE ST	BETWEEN FRANKLIN AND COOMBS
		RANDEAN WAY	ALL	THIRD ST	BETWEEN FRANKLIN AND SILVERADO TRAIL
		RIVER ST	ALL	YOUNT ST	ALL
		SECOND ST	BETWEEN SILVERADO TRAIL AND NAPA RIVER		
		SEVENTH ST	ALL		
		SILVERADO TRL	BETWEEN MONTICELLO AND SOSCOL		
		SIXTH ST	ALL		
		SOUZA LN	ALL		
		TANEN ST	ALL		
		TAYLOR ST	ALL		
		THIRD ST	BETWEEN NAPA RIVER AND SILVERADO TRAIL		
		VERNON ST	ALL		
		WALL ST	ALL		
		WATER ST	ALL		
		YAJOME ST	BETWEEN JACKSON AND VALLEJO		

Revisions
&
Updates

Revisions & Updates

Revisions and Updates may be made to the Emergency Plan after activation of the Plan, annual review, an exercise, or as information or procedures become known that would make the revision beneficial to the City. Any Revisions or Updates will be distributed with a cover memo. Insert the Revised or Updated pages where they belong, remove the old pages and initial and insert the cover letter in this section.

EXAMPLE COVER MEMO

DATE: January 1, 1997

SUBJECT: Emergency Plan Revisions

The attached pages are revisions to the City of Napa Emergency Plan. Please insert the new pages and remove the old as listed.

Insert Pages 210 to 212 dated 1/1/98

Remove pages 210 to 212 dated 1/1/96

Insert Pages 364 to 370 dated 1/1/98

Remove pages 364 to 370 dated 1/1/96

When completed, initial and insert this memo in the Revisions and Updates section.

Contact the City Managers Office with any questions.

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